Gift Card and Gift Certificate Recharge Form

Return completed form to: Moffitt Meal Accounts  
MoffittMealAccounts@ucsf.edu

- Employee Recognition (Max $75 each)
- Other ______________________________

Department ____________________________ Date _______________________

Recharge Information
- SFCMP Speed Type ____________________________
- SFMED MC Cost Center ____________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Enter</th>
<th>Admin Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining Dollars*</td>
<td>$5.00</td>
<td>$</td>
<td>0%</td>
</tr>
<tr>
<td>FastPay</td>
<td>$20.00</td>
<td>$</td>
<td>8%</td>
</tr>
<tr>
<td>Amazon</td>
<td>$25.00</td>
<td>$</td>
<td>12%</td>
</tr>
<tr>
<td>Macy’s</td>
<td>$25.00</td>
<td>$</td>
<td>12%</td>
</tr>
<tr>
<td>Safeway</td>
<td>$25.00</td>
<td>$</td>
<td>12%</td>
</tr>
<tr>
<td>Shell Gas</td>
<td>$25.00</td>
<td>$</td>
<td>12%</td>
</tr>
<tr>
<td>Target</td>
<td>$25.00</td>
<td>$</td>
<td>12%</td>
</tr>
<tr>
<td>Walgreen’s</td>
<td>$25.00</td>
<td>$</td>
<td>12%</td>
</tr>
</tbody>
</table>

TOTAL $ -

Custodian (person responsible for gift card inventory)

I understand my responsibilities under Business & Finance G-41 to keep the cards in a secure location and maintain adequate records to support the valid business use of the cards. I understand that any cards unaccounted for will result in a 1099 Miscellaneous Income tax statement being issued to me.

Custodian Signature ____________________________ Print Name ____________________________
Email ____________________________ Phone Number ____________________________ Date ____________________________

Approving Authority Signature

I certify that: (1) this request for Gift Cards is for the purpose of University business, and (2) I will ensure that cards obtained will be maintained and distributed in accordance with Business & Finance Bulletin G-41.

Approving Authority Signature ____________________________ Print Name ____________________________
Phone Number ____________________________ Date ____________________________

The department is responsible for ensuring: (1) Gift cards are kept in a secure location; (2) Compliance with G-41 when making awards; (3) Maintenance of a log of card recipients, the date and amount awarded, and the purpose of the gift. The department is the office of record for gift card inventory and usage for audit purposes.

To comply with G-41, recipients of gift cards must be advised that the card should not be transferred to another employee.

Order is processed at Parnassus. You will be notified by email when order is ready for pick up.

Pick up at Mission Bay and Mount Zion processed in 2 business days.

Select pick up location:
- Parnassus: Nutrition & Food Services, M-294, 8am-4:30pm, Mon-Fri (closed holidays)
- Mission Bay: Shorenstein Family Café, 8am-3pm, Mon-Fri
- Mount Zion: Mount Zion Café, 8am-3pm, Mon-Fri (closed holidays)

Questions? Call Nutrition & Food Services at 415-353-8921 or 415-353-1461.

Return completed form to: MoffittMealAccounts@ucsf.edu

Nutrition & Food Services  
505 Parnassus Ave, M-294  
Phone: 415-353-1461  
MoffittMealAccounts@ucsf.edu