

reward & recognition program A variety of gift certificates and discount tickets available for staff recognition or other occasions through department recharge, personal checks or credit card.

Ordering Procedure:

1. FAX your order to 415.502.4749 or MAIL to Campus Life Services Arts & Events, Box 0234
2. Call 415.476.5991 or email ceecee.shinn@ucsf.edu to confirm your order was received.
3. Processing time is generally 3 business days.
4. Pick up your order when notified by phone.

Campus Life Services Arts & Events will not be liable for any lost certificates or checks in the mail.

No refunds or exchanges on gift certificates.

revised 10/09

	Quantity	Amount	Total
BearHugsCampusVendorsCertificate-Parnassus:ExpressStore,CampusCuts,Carmelina'sTaqueria,CourtyardCaffe,PalioPaninoteca,Café Bellini,Subway,TerzettoExpress,UniversityStore,YouSeeFlowers;LaurelHeights:TheView,Documents,Media&MailServiceCenter; Mission Center:Carmelina'sCafe,Documents,Media&MailServiceCenter;Mt.Zion:FriendtoFriend,Lunchstop,UCSFMt.ZionGift Shop; Mission Bay: Cafe at Genentech Hall, University Store, The Pub, Caffé Terzetto, Subway, Peasant Pies			
\$3 Certificate	_____	x \$3 ea =	\$ _____
\$5 Certificate	_____	x \$5 ea =	\$ _____
Moffitt Cafe & Grill	_____	x \$5 ea =	\$ _____
Jamba Juice	_____	x \$10 ea =	\$ _____
Pasta Pomodoro	_____	x \$10 ea =	\$ _____
Safeway ^{NEW}	_____	x \$10 ea =	\$ _____
Starbucks Coffee	_____	x \$10 ea =	\$ _____
See's Candies 1 lb. Gift Certificates (reg. \$15.60)	_____	x \$14 ea =	\$ _____
Target	_____	x \$10 ea =	\$ _____
Target	_____	x \$15 ea =	\$ _____
Wal-Mart	_____	x \$10 ea =	\$ _____
Wal-Mart	_____	x \$15 ea =	\$ _____
Sports Basement (1301 6th St. or Presidio-610 Mason St., San Francisco)	_____	x \$20 ea =	\$ _____
Bath & Body Works	_____	x \$25 ea =	\$ _____
Best Buy	_____	x \$25 ea =	\$ _____
Gap/Old Navy/Banana Republic/Piperlime	_____	x \$25 ea =	\$ _____
Macy's	_____	x \$25 ea =	\$ _____
Pacific Catch, Fresh Fish Grill (2 SF locations and 1 in Marin)	_____	x \$25 ea =	\$ _____
Safeway/Vons/Carrs	_____	x \$25 ea =	\$ _____
Smart & Final ^{NEW}	_____	x \$25 ea =	\$ _____
Trader Joes ^{NEW}	_____	x \$25 ea =	\$ _____
Whole Foods	_____	x \$25 ea =	\$ _____
EOS Restaurant & Wine Bar, 901 Cole St.	_____	x \$25 ea =	\$ _____
Target	_____	x \$50 ea =	\$ _____
Wal-Mart	_____	x \$50 ea =	\$ _____
FitnessandRecreationGiftCertificate(Massage,Fitness,PersonalTraining,Rec.classes).....	_____	x _____ =	\$ _____
			TOTAL: \$ _____
for more info: www.campusliveservices.ucsf.edu/artsevents			Recharge Orders Only: +12% Admin. Fee \$ _____
			GRAND TOTAL \$ _____

form of payment

In order to complete this process you must fill out the form of payment below completely, with Authorizing Signature

Please check all that apply: Faculty Staff Student Fitness/Recreation Member

Contact person _____ Phone # _____ when order is complete

Contact e-mail _____ **Delivery:** Parnassus MU Central Desk Mission Bay University Store

Personal Payment

Personal Check: Payable to UC Regents

Mt Zion Everyday Errands Laurel Heights DMM

Call for other options Mission Center Bldg. DMM

Credit Card # _____ Expiration Date _____

Authorizing Signature _____ Print Name _____

Department Recharge UCSF Fund# _____ DPA# _____

Dept. Name _____ Date of Order _____

Campus Phone _____ Campus Box # _____

Authorizing Signature _____ Print Name _____

I certify the distribution and usage of the gift certificates purchased with this recharge are in compliance with both University of California policies BUS - 79 Entertainment and BFB G - 41 Employee Non Cash Awards. Eligibility for in-kind awards under \$75.00 has been limited by UCOP to individuals earning an annualized salary of less than \$100,000 per year. It is the responsibility of the recharging department to follow such policies.

FOR OFFICE USE ONLY
Department contacted
for pick-up
(date): _____

Order filled by
(CLS Arts & Events Staff):
