

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 6/09

	Quantity	Amount	Total
Bear Hugs Campus Vendors Certificate - <i>Parnassus</i> : Express Store, Campus Cuts, Carmelina's Taqueria, Courtyard Caffe, Palio Paninoteca, Café Bellini, Subway, Terzetto Express, University Store, You See Flowers; <i>Laurel Heights</i> : The View, Documents, Media & Mail Service Center; <i>Mission Center</i> : Carmelina's Cafe, Documents, Media & Mail Service Center; <i>Mt. Zion</i> : Friend to Friend, Lunchstop, UCSF Mt. Zion Gift Shop; <i>Mission Bay</i> : 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 =		\$ _____
Best Buy	_____ x \$25 ea =		\$ _____
Borders/Waldenbooks	_____ x \$25 ea =		\$ _____
Macy's	_____ x \$25 ea =		\$ _____
Pacific Catch, Fresh Fish Grill (2 SF locations and 1 in Marin)	_____ x \$25 ea =		\$ _____
Safeway	_____ x \$25 ea =		\$ _____
Smart & Final	_____ x \$25 ea =		\$ _____
Trader Joes ^{NEW}	_____ x \$25 ea =		\$ _____
Whole Foods ^{NEW}	_____ x \$25 ea =		\$ _____
EOS Restaurant & Wine Bar, 901 Cole St.	_____ x \$25 ea =		\$ _____
Target	_____ x \$50 ea =		\$ _____
Wal-Mart	_____ x \$50 ea =		\$ _____
Best Buy	_____ x \$100 ea =		\$ _____
Fitness and Recreation Gift Certificate (Massage, Fitness, Personal Training, Rec. classes)	_____ x _____ =		\$ _____
		TOTAL:	\$ _____

for more info: www.campusliveservices.ucsf.edu/artsevents

Recharge Orders: Plus 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 Mt Zion Everyday Errands Laurel Heights DMM

Personal Check: Payable to UC Regents 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): _____