



# Request for U Card **gift card**

Please complete this form and submit to: Indiana University Southeast, Accounting Services, UCS-103, or Fax 941-2639.

Name/Requestor: \_\_\_\_\_ Department: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Account#: \_\_\_\_\_ Object Code: \_\_\_\_\_ Is this a foundation account: \_\_\_ Yes \_\_\_ No

Dining Services Only

General Gift Card

\$ \_\_\_\_\_ of each Gift Card

# of Gift Cards \_\_\_\_\_

Instead of issuing gift cards, I just want a deposit made onto an existing U Card.

*\*A \$1 Fee will be charged for each card issued. This fee is waived if you are just making a deposit onto an existing U Card.*

Please provide a detailed description of how the card will be used and be sure to include who will be using the card(s) (students, employees, guests, etc). All requests will be reviewed and approved by Indiana University Southeast Accounting before final authorization is granted.

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\_\_\_\_\_  
Fiscal Officer Signature Date

*Gift Cards can be used wherever U CARD is accepted on campus. Visit our website for a complete listing.*  
[www.ius.edu/ucard](http://www.ius.edu/ucard)

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~~Indiana University Southeast Accounting Authorization~~

\_\_\_\_ Request Approved    \_\_\_\_ Request Denied

\_\_\_\_\_  
Signature Title Date