



Department Charge Form for Gift Cards

Please fill out all requested information and send to Michigan Tech Dining Services, MUB G002 or e-mail completed form to Sandy Kalcich (sjkalcic@mtu.edu) and Matt Lean (mhlean@mtu.edu) at 24 hours prior to the charge.

Date of Charge:

Position:

Department:

Authorized By: (Print Name)

Authorized Signature:

Phone Number:

Email:

Business Purpose for Charge:

Index:

Number of Gift Cards:

Amount on Each Gift Card:

Total Amount Charged to Index:

Cashier Instructions: Follow Department Charge Procedures when ringing up. Attach all receipts related to this department charge to this form.