



Department Charge Form for Gift Cards

Please fill out all requested information and send to Memorial Union Office, Room 101 or e-mail completed form to Department Charge (department-charge-l@mtu.edu) 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:

Please Check One:

- Gift Card Only**
- Gift Card with Gift Card Holder and Envelope**

Office Use Only: UGGC E423G