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## 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](mailto:department-charge-l@mtu.edu)) 24 hours prior to the charge. \*Due to the cost of the gift cards, there is a \$5 minimum per gift card.

**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**