

Bookstore Gift Cards

Purchasing UCSD Bookstore Gift Cards on a Recharge (Project/Task/Funding Source)

As of July 1, 2020

1. Submit a Services & Support Ticket in Budget & Finance following this menu path:

Submit a Ticket
Get Budget & Finance Support

* I want to...
Ask a Question or Make a Request

* About
Invoices & Payables

* Related to...
Non PO Payment

* More Specifically...
Awards, Gifts, Prizes

* Subject
Bookstore Gift Card Request

* Description

2. Describe the following:
 - a. How many gift cards you need?
 - b. What are the denominations?
 - c. Who are they for / why do you need them?
 - d. Include any employee names if applicable
 - e. Project/Task/Funding Source you are using for this request?
3. IPPS/Disbursements will review your request. After Disbursements approves your request, email a screenshot of your request & approval to Sandie Sears, Bookstore Business Officer at: ssears@ucsd.edu
4. The Bookstore will process your gift cards and they will be available for pick up at the Customer Service desk (or window) during regular business hours. Contact 858-534-7326 or customer@ucsd.edu for questions about pick up and/or Bookstore hours.