



OneCard Gift Certificate Request



Traditional



Winter



Thank You

If you wish to make a OneCard deposit for a Sac State student or employee and would like a personalized gift certificate to give to them, please complete the form below and email it to onecard@csus.edu prior to coming to the Bursar's Office to make the deposit.

Gift Certificate Recipient (will be printed on certificate)

Recipient Sac State ID #

Requestor (will be printed on certificate)

Requestor Contact Information (Phone #/Email)

Style (See images above): Traditional Winter Thank You

Amount of Deposit Requested Deposit Date

How will the deposit be made?

Cash or Check (Please make check out to "CSUS" and bring to Bursar's Office, LSN1001)

Expenditure Transfer (Please provide the following information)

Reason for the deposit

Chartstring: Fund Account Dept Class

Departmental Approval to spend out of above account:

Printed Name

Signature & Date

Special Instructions: