

Process for Ordering Kroger Gift Cards

Call 423-4957 for the Kroger Corporate Office, gift card department.

Let them know that you are calling from the University of Louisville and your department name. First time users from a department will need to set up a new account by providing them with your departmental information (name, contact information, address, phone number, e-mail address, etc).

Provide them with the denomination and number of each card desired. Also advise them to which Kroger store you would like the gift cards sent. Please request that they e-mail you a copy of the order with the dollar total. Print out the order and attach to your Request for Disbursement form.

Send in the payment request to the Controller's Office with a "Request for Return Check" yellow card attached.

Once the Controller's Office processes the check, you will be contacted to pick up the check.

Take the check to the selected store and pick up your gift cards.

Orders received by Kroger by noon on Monday to Thursday will be ready the next afternoon in the selected store. Orders received by noon on Friday will be ready in the store on the following Monday afternoon. Normal processing time in the Controller's Office for the check to be prepared is 5-7 business days. Please plan accordingly.

If you run into any problems, please ask for Jean at the above number.

**Kroger offers a holiday 6% discount on gift card orders from 10/1-12/31 of each year. The discount applies to orders \$500 or more.