

How to order a Kohls gift card for Dreamteam for Wardrobe.

* If a Music DreamTeam is in need of help to pay for wardrobe for stage presence…
	+ Go to Creekhelp and choose Procurement: <https://creekhelp.com/request/procurement-request/>
	+ Select Arts Department
	+ Purchase this
	+ In the description provide dollar amount you want the Kohls Gift card and the recipients first and last name.
	+ This will come out the Arts

DreamTeam development budget. (Acct. #6815)

* + If you need more than one gift card list each card needed with recipient name.
	+ Keep in mind transfers are on Wednesday’s. If you request on Monday or Tuesday of the week it will be on the same weeks transfer. If you request Wed. and after it will be on the following weeks transfer.