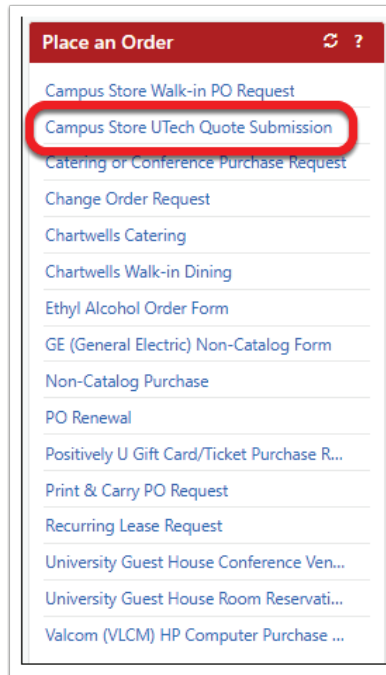


After you receive a quote for computers and peripherals from UTech, click to open the Campus Store UTech Quote Submission form in UShop.

This form is located in the Place an Order section on the Shopping Dashboard.

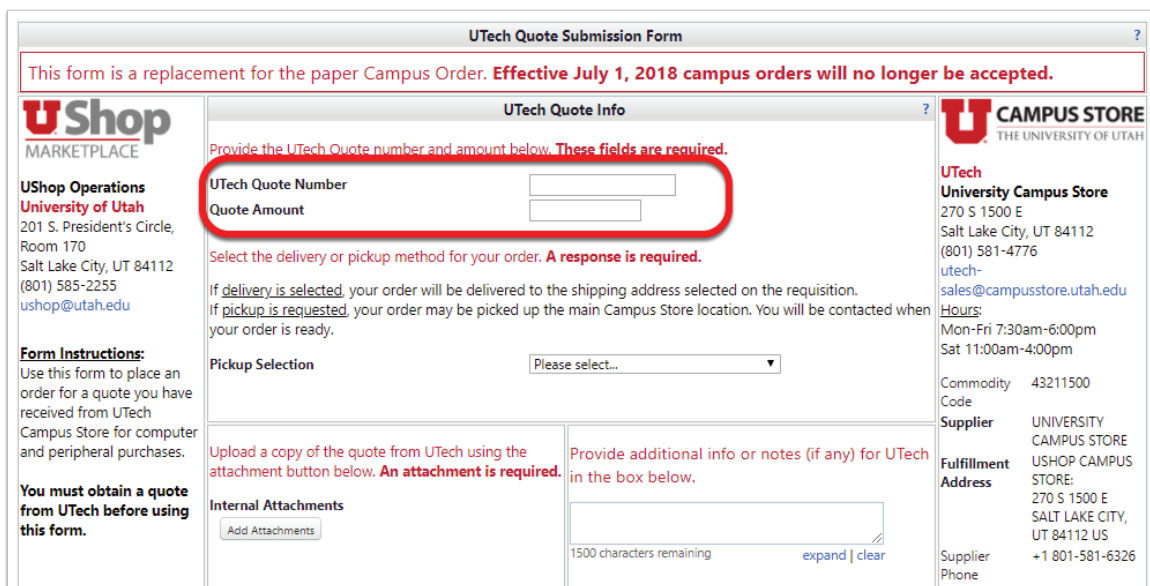


**Place an Order**

- Campus Store Walk-in PO Request
- Campus Store UTech Quote Submission**
- Catering or Conference Purchase Request
- Change Order Request
- Chartwells Catering
- Chartwells Walk-in Dining
- Ethyl Alcohol Order Form
- GE (General Electric) Non-Catalog Form
- Non-Catalog Purchase
- PO Renewal
- Positively U Gift Card/Ticket Purchase R...
- Print & Carry PO Request
- Recurring Lease Request
- University Guest House Conference Ven...
- University Guest House Room Reservati...
- Valcom (VLCM) HP Computer Purchase ...


## Required fields:

1. Provide your UTech Quote Number and Quote amount



**UTech Quote Submission Form**

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**



**UShop Operations**  
University of Utah  
201 S. President's Circle,  
Room 170  
Salt Lake City, UT 84112  
(801) 585-2255  
ushop@utah.edu

**Form Instructions:**  
Use this form to place an order for a quote you have received from UTech Campus Store for computer and peripheral purchases.

**You must obtain a quote from UTech before using this form.**

**UTech Quote Info**

Provide the UTech Quote number and amount below. **These fields are required.**

UTech Quote Number

Quote Amount


Select the delivery or pickup method for your order. **A response is required.**

If delivery is selected, your order will be delivered to the shipping address selected on the requisition.  
If pickup is requested, your order may be picked up the main Campus Store location. You will be contacted when your order is ready.

Pickup Selection

Upload a copy of the quote from UTech using the attachment button below. **An attachment is required.**

Internal Attachments



**UTech**  
University Campus Store  
270 S 1500 E  
Salt Lake City, UT 84112  
(801) 581-4776  
utech-sales@campusstore.utah.edu

**Hours:**  
Mon-Fri 7:30am-6:00pm  
Sat 11:00am-4:00pm

Commodity Code 43211500

**Supplier** UNIVERSITY CAMPUS STORE  
USHOP CAMPUS STORE:  
270 S 1500 E  
SALT LAKE CITY, UT 84112 US

**Fulfillment Address**

Supplier Phone +1 801-581-6326

Provide additional info or notes (if any) for UTech in the box below.

1500 characters remaining [expand](#) | [clear](#)

2. Select either Delivery or Pickup.

If you select Pickup, please note the address of the Campus Store.

The screenshot shows the 'UTech Quote Submission Form' with several red annotations. A red arrow points to the 'Pickup Selection' dropdown menu, which is circled in red. Another red arrow points to the 'Fulfillment Address' field, which is also circled in red. The form includes fields for 'UTech Quote Number' and 'Quote Amount', a 'Pickup Selection' dropdown, and an 'Add Attachments' button. The right side of the form displays contact information for the 'UShop Operations' and 'UShop Campus Store'.

**UTech Quote Submission Form**

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**

**UShop** MARKETPLACE

**UShop Operations**  
**University of Utah**  
201 S. President's Circle,  
Room 170  
Salt Lake City, UT 84112  
(801) 585-2255  
ushop@utah.edu

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**Internal Attachments**

Provide additional info or notes (if any) for UTech in the box below.  
  
1500 characters remaining [expand](#) | [clear](#)

**CAMPUS STORE** THE UNIVERSITY OF UTAH

**UTech**  
**University Campus Store**  
270 S 1500 E  
Salt Lake City, UT 84112  
(801) 581-4776  
utech-sales@campusstore.utah.edu  
**Hours:**  
Mon-Fri 7:30am-6:00pm  
Sat 11:00am-4:00pm

Commodity 43211500  
Code  
**Supplier** UNIVERSITY CAMPUS STORE  
**Fulfillment Address** USHOP CAMPUS STORE:  
270 S 1500 E  
SALT LAKE CITY,  
UT 84112 US  
+1 801-581-6326  
**Supplier Phone**

3. Attach the UTech quote. This quote should be saved to your desktop.

Click on the Add Attachments button and follow prompts to search for and attach document.

The screenshot shows the 'UTech Quote Submission Form' with several red annotations. A red arrow points to the 'Add Attachments' button, which is circled in red. The form includes fields for 'UTech Quote Number' and 'Quote Amount', a 'Pickup Selection' dropdown, and an 'Add Attachments' button. The right side of the form displays contact information for the 'UShop Operations' and 'UShop Campus Store'.

**UTech Quote Submission Form**

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**Pickup Selection**

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**Internal Attachments**

Provide additional info or notes (if any) for UTech in the box below.  
  
1500 characters remaining [expand](#) | [clear](#)

**CAMPUS STORE** THE UNIVERSITY OF UTAH

**UTech**  
**University Campus Store**  
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Salt Lake City, UT 84112  
(801) 581-4776  
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**Hours:**  
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Commodity 43211500  
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**Supplier** UNIVERSITY CAMPUS STORE  
**Fulfillment Address** USHOP CAMPUS STORE:  
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SALT LAKE CITY,  
UT 84112 US  
+1 801-581-6326  
**Supplier Phone**

Optional field: Additional Information.

A text box is provided to allow for additional information or notes for UTech, as needed.

When the form is complete, select Add and go to Cart in the upper right corner of the form, and click Go

Complete this transaction as with all UShop orders.