This form is used for small-dollar purchases of in-stock items from the Campus Store.

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

Required fields:

1. Provide an estimated purchase price.

This estimate should be generous enough to cover the anticipated purchase. The invoice will reflect that actual amount charged.
2. Product Description.

This description may be general, such as "Office Supplies", or more detailed such as, "6 pkg Sticky notes, 10 three ring Binders and one box black pens", depending on the preference of your department.

3. Select the location.

Addresses for both the Main Location and the Health Sciences Location are provided on the form.
4. Provide the Name and Employee ID number of the person who will make the in-store purchase.

Please note that a valid UCard will be required at the time of purchase.

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.

When the PO is created, open the Document Actions dropdown in the Upper Right corner of the PO. Print the Fax Version of the PO, and carry the printed version to submit at the Campus Store.