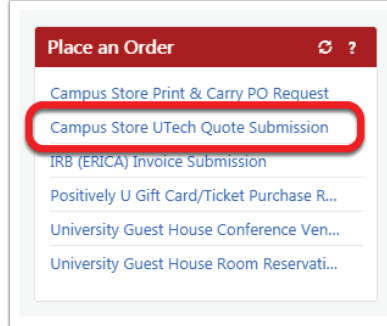


After you receive a quote for computers and peripherals from UTech, click to open the Campus Store UTech Quote Submission form in UShop.

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



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 MARKETPLACE

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

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 Code 43211500

Supplier UNIVERSITY CAMPUS STORE

Fulfillment Address USHOP CAMPUS STORE:
270 S 1500 E
SALT LAKE CITY,
UT 84112 US

Supplier Phone +1 801-581-6326

2. Select either Delivery or Pickup.

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

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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.

UTech Quote Submission Form

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Optional field: Additional Information.

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

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

Available Actions:

Complete this transaction as with all UShop orders.