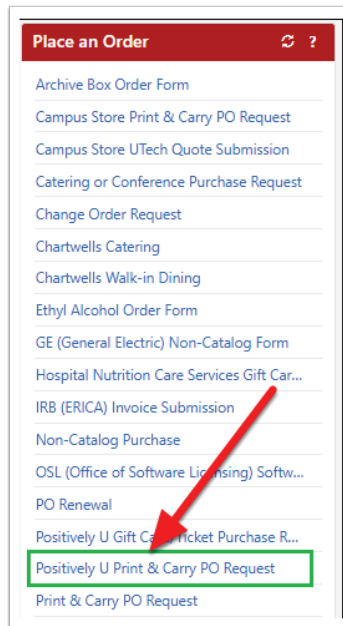


Use this form to create a Purchase Order (PO) to bring with you to purchase items from the Positively U Gift Shop.

NOTE: You must bring a copy of the PO and your UCard to the Positively U Gift Shop at the time of purchase.

A. Locate the form

The form is found in the Place an Order section of the Shopping Dashboard.



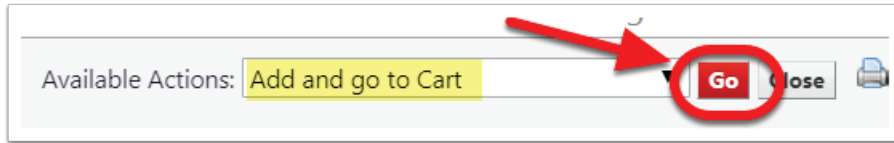
B. Complete the form

1. Provide an estimated purchase price. Make a generous estimate that will cover the actual purchase price. The Positively U Gift Shop will invoice against this PO for only the amount of the actual purchase.
2. In the Product Description, indicate the item(s) you plan to buy. This may be either a detailed list or a general statement, depending on your department's preference.

Hospital Gift Shop Print & Carry PO Request		
<p>Form Instructions: Use this form to create a walk-in PO you can bring with you to purchase items at the Hospital Gift Shop. You must bring a copy of the PO and your UCard to the Hospital Gift Shop at time of purchase.</p>		
 UShop Operations University of Utah 201 S. President's Circle, Room 170 Salt Lake City, UT 84112 (801) 585-2255 ushop@utah.edu	<p>Purchase Information</p> <p>Provide an estimated purchase amount and a description of the purchase below. These fields are required.</p> <p>Estimated Purchase Price 1</p> <p>Product Description 2</p> <p><small>254 characters remaining expand clear</small></p>	<p>Supplier Info</p> <p>Supplier POSITIVELY U/HOSPITAL GIFT SHOP</p> <p>Fulfillment Address USHOP POSITIVELY U: 50 N MEDICAL DR, RM W1730 SALT LAKE CITY, UT 84132 US</p> <p>Supplier Phone +1 000-000-0000</p>
 Positively U / Hospital Gift Shop University of Utah Hospital 50 N. Medical Dr. 1st floor, Main Lobby Salt Lake City, UT 84132 (801) 587-3527 giftshop@hsc.utah.edu		

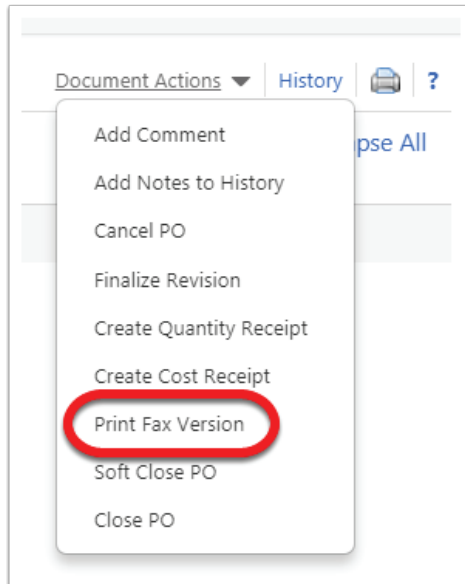
C. Complete the order in UShop

1. In the upper right corner of the form, find the Available Actions dropdown menu. Select Add and go to Cart, then click Go.
2. Complete as with other UShop orders.




D. Print the PO

In the upper right corner of the PO, open the Document Actions dropdown menu. Select Print Fax Version, and print the PO.



E. Carry PO to the Hospital Gift Shop

Take the printed PO, along with your UCard, to shop for the items you need at the Positively U Gift Shop. The address of the Gift Shop is provided on the form.

Hospital Gift Shop Print & Carry PO Request			
Form Instructions: Use this form to create a walk-in PO you can bring with you to purchase items at the Hospital Gift Shop. You must bring a copy of the PO and your UCard to the Hospital Gift Shop at time of purchase.			
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