Print & Carry Supplier requirements:

Costco:
- Must have a valid departmental Costco membership.
- Anyone who tries to use a personal membership will be denied as the tax exemption is tied to the University of Utah.
- Note only two people may be on the departmental membership card per Costco policy.
- Departmental membership card must be in hand with the Print & Carry form to be valid for purchase.

Fed-Ex:
- 200 S University St. location only.
- Should you desire to go to another location you must call that location first to verify they will accept the Print & Carry form in exchange for goods/service and that they will send the invoice to ap@admin.utah.edu and reference the PO number for payment.
- Must have Print & Carry PO in hand.

Smith's:
- 455 S 500 E, and 402 E 6th Ave. locations have agreed to the print and carry terms.
- Should you desire to go to another location you must call that location first to verify they will accept the Print & Carry form in exchange for goods and that they will send the invoice to ap@admin.utah.edu and reference the PO number for payment.
- Not valid for gift card purchase per Kroger corporation.
- Must go to the customer service desk to check out.