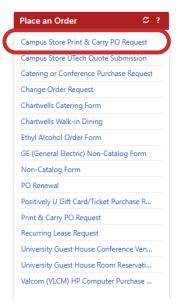


This form is used for small-dollar purchases of in-stock items from the Campus Store.

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.

	Campus Store Walk-in PO Request ?			
This form is a replacement	ent for the paper Campus Order. Effectiv	e July 1, 2018 campus orders will no longer be accep	vted.	
	Purchase Information ? Provide an estimated purchase amount and a description of the purchase below. These fields are required.		CAMPUS STORE THE UNIVERSITY OF UTAH	
UShop Operations University of Utah	Estimated Purchase Price		University Campus Store Main Location 270 S 1500 F	
201 S. President's Circle, Room 170 Salt Lake City, UT 84112 (801) 585-2255 ushop@utah.edu	Product Description	254 characters remaining expand clear	Salt Lake City, UT 84112 Campus Store Ph: (801) 581-6326 postoffice@campusstore.utah.edu UTech Ph: (801) 581-4776 utech@campusstore.utah.edu	
Form Instructions: Use this form to create a	Select the campus store location you'll be pur Campus Store location	Please select	Hours: Mon-Fri: 7:30am-6:00pm Sat: 11:00am-4:00pm	
walk-in PO you can bring with you to purchase items at the Campus Store. As in	purchase items us Store. As in University Campus Store As in			
the past, postage/shipping must be purchased at the Post Office counter.	Employee Name (First & Last) Supplier	Employee uNID	26 S 2000 E, Ste 1220 Salt Lake City, UT 84113 Ph: (801) 581-8049	
You must bring a copy of the PO and your UCard to	Fulfillment Address	USHOP CAMPUS STORE: 270 S 1500 E SALT LAKE CITY. UT 84112 US	healthstore@campusstore.utah.edu Hours: Mon-Fri: 8:00am-5:30pm	
the Campus Store at time of purchase.	Supplier Phone	+1 801-581-6326	Closed Saturday.	

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.

			Campus Store Walk-in PO Request	
	This form is a replaceme	ent for the paper Campus Order. E	ffective July 1, 2018 campus orders will no longer b	e accepted.
	U Shop		Purchase Information	? CAMPUS STORE
	MARKETPLACE	Provide an estimated purchase amour	t and a description of the purchase below. These fields are re	quired.
	UShop Operations	Estimated Purchase Price		University Campus Store Main Location
	University of Utah 201 S. President's Circle, Room 170 Salt Lake City, UT 84112	Product Description		270 S 1500 E Salt Lake City, UT 84112 Campus Store Ph: (801) 581-6326 postoffice@campusstore.utah.ed
(801) 585-2255 ushop@utah.edu			254 characters remaining expand clear	UTech Ph: (801) 581-4776 utech@campusstore.utah.edu
		Select the campus store location you'l	be purchasing from. A response is required.	Hours:
	Form Instructions: Use this form to create a	Campus Store location	Please select	Mon-Fri: 7:30am-6:00pm Sat: 11:00am-4:00pm
	walk-in PO you can bring	Enter the name and uNID (e.g. 001234	56 or u0123456) of the individual that will be making the in-sto	
	with you to purchase items at the Campus Store. As in			University Campus Store
	the past, postage/shipping	Employee Name (First & Last)	Employee uNID	Health Science Location 26 S 2000 E, Ste 1220
	must be purchased at the Post Office counter.			Salt Lake City, UT 84113
	You must bring a copy of the PO and your UCard to	Supplier Fulfillment Address	UNIVERSITY CAMPUS STORE USHOP CAMPUS STORE: 270 S 1500 E SALT LAKE CITY, UT 84112 US	Ph: (801) 581-8049 healthstore@campusstore.utah.e <u>Hours</u> : Mon-Fri: 8:00am-5:30pm
	the Campus Store at time of purchase.	Supplier Phone	+1 801-581-6326	Closed Saturday.

3. Select the location.

Addresses for both the Main Location and the Health Sciences Location are provided on the form.

		Campu	s Store Walk-in PO Request	?
Т	his form is a replaceme	ent for the paper Campus Order. Effective	e July 1, 2018 campus orders will no longer be accep	ted.
	Shop	Purchase Information ?		CAMPUS STORE THE UNIVERSITY OF UTAH
	MARKETPLACE	Provide an estimated purchase amount and a estimated Purchase Price	description of the purchase below. These fields are required.	University Campus Store
20	niversity of Utah 11 S. President's Circle, 2000 170	Product Description		270 S 1500 E Salt Lake City, UT 84112
Sa	lt Lake City, UT 84112 01) 585-2255		254 characters remaining expand clear	Campus Store Ph: (801) 581-6326 postoffice@campusstore.utah.edu UTech Ph: (801) 581-4776
ushop@utah.edu		Select the campus store location you'll be pure	utech@campusstore.utah.edu <u>Hours</u> :	
	orm Instructions: se this form to create a	Campus Store location	Please select	Mon-Fri: 7:30am-6:00pm Sat: 11:00am-4:00pm
wi at	alk-in PO you can bring th you to purchase items the Campus Store. As in	Enter the name and uNID (e.g. 00123456 or u0 purchase. A valid UCard must be present at 1 Employee Name (First & Last)		University Campus Store Health Science Location
m	e past, postage/shipping ust be purchased at the ost Office counter.			26 S 2000 E, Ste 1220 Salt Lake City, UT 84113 Ph: (801) 581-8049
Yo	ou must bring a copy of e PO and your UCard to	Supplier Fulfillment Address	UNIVERSITY CAMPUS STORE USHOP CAMPUS STORE: 270 S 1500 E	healthstore@campusstore.utah.edu Hours:
th	e Campus Store at time purchase.	Supplier Phone	SALT LAKE CITY, UT 84112 US +1 801-581-6326	Mon-Fri: 8:00am-5:30pm Closed Saturday.

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.

		Campus Store Walk-in PO Request	?	
This form is a replacement	ent for the paper Campus Orde	r. Effective July 1, 2018 campus orders will no longer be acce	pted.	
U.Shop MARKETPLACE	Purchase Information ? Provide an estimated purchase amount and a description of the purchase below. These fields are required. ?		CAMPUS STORE THE UNIVERSITY OF UTAH	
UShop Operations University of Utah 201 S. President's Circle, Room 170 Salt Lake City, UT 84112 (801) 585-2255 ushop@utah.edu	Estimated Purchase Price Product Description 254 characters remaining expand clear Select the campus store location you'll be purchasing from. A response is required.		University Campus Store Main Location 270 S 1500 E Salt Lake City, UT 84112 Campus Store Ph: (801) 581-6326 postoffice@campusstore.utah.edu UTech Ph: (801) 581-4776 utech@campusstore.utah.edu Hours:	
Form Instructions: Use this form to create a	Campus Store location	Please select 🔻	Mon-Fri: 7:30am-6:00pm Sat: 11:00am-4:00pm	
walk-in PO you can bring with you to purchase items at the Campus Store. As in the past, postage/shipping must be purchased at th	you to purchase items e Campus Store. As n past, postage/shipping Employee Name (First & Last) Employee uNID		University Campus Store Health Science Location 26 S 2000 E, Ste 1220 Salt Lake City, UT 84113	
Post Office counter.	Supplier Fulfillment Address	UNIVERSITY CAMPUS STORE	Ph: (801) 581-8049 healthstore@campusstore.utah.edu	
You must bring a copy of the PO and your UCard to the Campus Store at time of purchase.	Supplier Phone	270 S 1500 E SALT LAKE CITY, UT 84112 US +1 801-581-6326	<u>Hours</u> : Mon-Fri: 8:00am-5:30pm Closed Saturday.	

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

Available Actions:	Add and go to Cart	•	Go	Close

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.

Document Actions 🔻 History 🖨
Add Comment pse All
Add Notes to History
Finalize Revision
Print Fax Version
Open PO