

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.



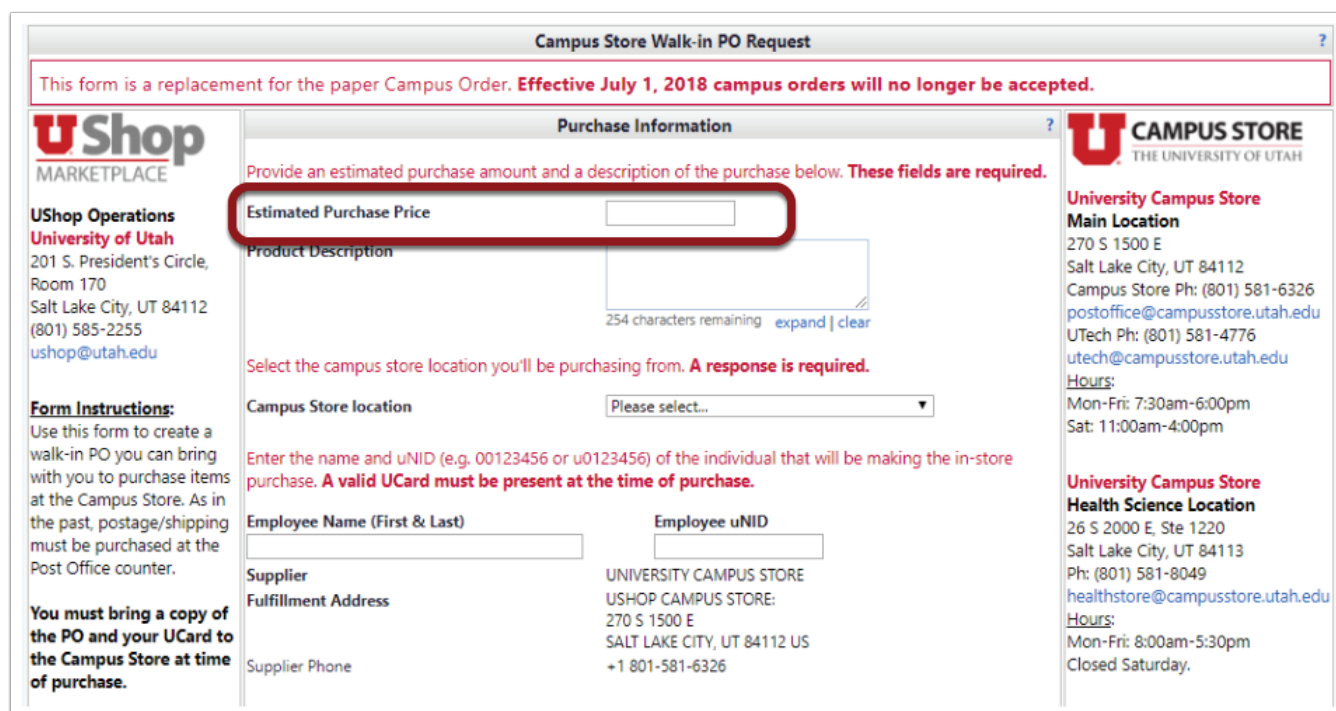
Place an Order ?

- Campus Store Print & Carry PO Request
- Campus Store UTech Quote Submission
- Catering or Conference Purchase Request
- Change Order Request
- Chartwells Catering Form
- Chartwells Walk-in Dining
- Ethyl Alcohol Order Form
- GE (General Electric) Non-Catalog Form
- Non-Catalog Form
- PO Renewal
- Positively U Gift Card/Ticket Purchase R...
- Print & Carry PO Request
- Recurring Lease Request
- University Guest House Conference Ven...
- University Guest House Room Reservati...
- Valcom (VLCM) HP Computer Purchase ...

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 for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**



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 create a 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 the Post Office counter.

You must bring a copy of the PO and your UCard to the Campus Store at time of purchase.

Purchase Information

Provide an estimated purchase amount and a description of the purchase below. **These fields are required.**

Estimated Purchase Price

Product Description

254 characters remaining [expand](#) | [clear](#)

Select the campus store location you'll be purchasing from. **A response is required.**

Campus Store location

Enter the name and uNID (e.g. 00123456 or u0123456) of the individual that will be making the in-store purchase. **A valid UCard must be present at the time of purchase.**


Employee Name (First & Last)

Employee uNID

Supplier UNIVERSITY CAMPUS STORE

Fulfillment Address USHOP CAMPUS STORE:
 270 S 1500 E
 SALT LAKE CITY, UT 84112 US
 +1 801-581-6326

Supplier Phone



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:
 Mon-Fri: 7:30am-6:00pm
 Sat: 11:00am-4:00pm

University Campus Store Health Science Location
 26 S 2000 E, Ste 1220
 Salt Lake City, UT 84113
 Ph: (801) 581-8049
healthstore@campusstore.utah.edu
Hours:
 Mon-Fri: 8:00am-5:30pm
 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.

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CAMPUS STORE THE UNIVERSITY OF UTAH

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University Campus Store Health Science Location
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Ph: (801) 581-8049
healthstore@campusstore.utah.edu
Hours:
Mon-Fri: 8:00am-5:30pm
Closed Saturday.

3. Select the location.

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

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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.

Document Actions ▾ | History | 

- Add Comment
- Add Notes to History
- Finalize Revision
- Print Fax Version**
- Open PO