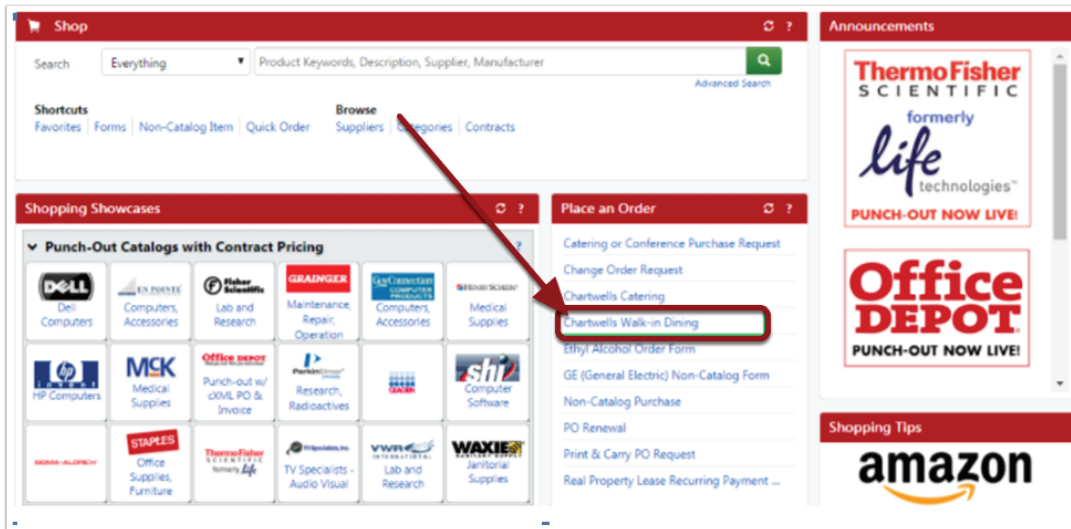


Chartwells and UShop have partnered to design a solution for Walk-in food purchases at each of the Chartwells locations on campus.

A. Locate the Chartwells Walk-In form on the UShop Dashboard in the Place an Order section.



B. Fill in the details of your order on the form:

1. Provide the business purpose of your event in the Product Description.
2. Indicate the estimated Number of Attendees. List the names of Attendees if fewer than 10.
3. Select the Chartwells location from the dropdown menu.
4. Indicate an anticipated dollar amount. This is just an estimate, but make it a generous estimate to ensure it will cover the actual cost. Type just the numerals - a \$ sign will not be accepted.

UShop Operations
Financial & Business Services
University of Utah
201 S. President's Circle,
Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

Chartwells Walk-in Dining Purchase Request

Instructions

Effective July 1, 2017 Chartwells will no longer accept paper Campus Orders. You must use a UShop PO or a PCard to order from Chartwells walk-in dining locations.

Use this form to complete a purchase with Chartwells Walk-in Dining locations. For Chartwells Catering, use the Chartwells Catering form available on the shopping home page. For simple food purchases totaling less than \$5,000 consider using P-Card instead. *This form cannot be used to purchase Chartwells Dining Dollars.*

- Refer to University Policy 3-031 for complete guidelines regarding entertainment expenses.

A paper copy of the UShop PO is required and must be presented to Chartwells at the time of purchase.

Chartwells Order Information

chartwells
where hungry minds gather

Select the Chartwells location you'll be visiting from the drop down below and enter an estimated amount.

Chartwells location: Please select...

Est. Amount:

Commodity 90101600
Code

Additional University-Required Information

Document the business purpose of the meal in the Product Description box below. Fields shown in **bold** are required.

Product Description 1

254 characters remaining expand | clear

Estimated Number of Attendees 2

Names of Attendees (if 10 or fewer)

256 characters remaining expand | clear

Supplier Information

Supplier CHARTWELLS

Fulfillment Address
Upgrade:
200 S CENTRAL CAMPUS DR #30
SALT LAKE CITY, UT 84112 US

Supplier Phone +1 (801) 581-7257

Attachments

Internal or External attachments can be added using the buttons below. Internal attachments are not sent to the supplier.

Internal Attachments
Add Attachments

External Attachments
Add Attachments

- C.** Add the form to your UShop cart. Complete and submit the requisition.

- D.** Print the UShop PO and bring it with you to the Chartwells location in lieu of a Campus Order.

- E.** Chartwells will invoice against the PO, for the actual amount of the meal.