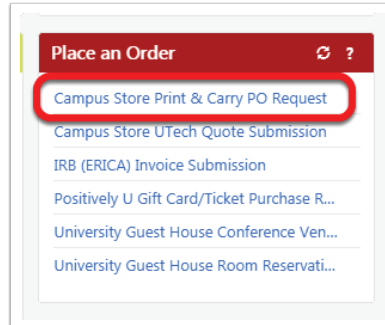


This form is used for small-dollar purchases of in-stock items from the Campus Store.

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 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**  

Please select...

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

**Fulfillment Address**

**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 "Medical Supplies", or more detailed such as "6 stethoscopes,10 pairs of medical scissors, 2 blood pressure cuffs", etc., depending on the preference of your department.

FilePrintE-mailBurnOpen

Campus Store Walk-in PO Request

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**UShop**  
MARKETPLACE

**UShop Operations**  
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**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

Please select...

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

Fulfillment Address

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

Supplier Phone

**CAMPUS STORE**  
THE UNIVERSITY OF UTAH

**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.

3. Select the location.

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

Campus Store Walk-in PO Request

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MARKETPLACE

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**University of Utah**  
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**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

Please select...

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

Fulfillment Address

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

Supplier Phone

**CAMPUS STORE**  
THE UNIVERSITY OF UTAH

**University Campus Store**  
**Main Location**  
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**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

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

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UShop

MARKETPLACE

UShop Operations

University of Utah

201 S. President's Circle,  
Room 170  
Salt Lake City, UT 84112  
(801) 585-2255  
[ushop@utah.edu](mailto:ushop@utah.edu)

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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

Please select...

Enter the name and uNID (e.g. 00123456 or 00123456) 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

Supplier Phone

+1 801-581-6326

CAMPUS STORE

THE UNIVERSITY OF UTAH

University Campus Store

Main Location

270 S 1500 E  
Salt Lake City, UT 84112  
Campus Store Ph: (801) 581-6326  
[postoffice@campusstore.utah.edu](mailto:postoffice@campusstore.utah.edu)  
UTech Ph: (801) 581-4776  
[utech@campusstore.utah.edu](mailto:utech@campusstore.utah.edu)  
Hours:  
Mon-Fri: 7:30am-6:00pm  
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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](mailto:healthstore@campusstore.utah.edu)  
Hours:  
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

Add Notes to History

Finalize Revision

Print Fax Version

Open PO

3