This Print & Carry form is used for small-dollar, local purchases of goods or services that are immediately available. This form limits the purchase to a maximum of $5000 per transaction.

1. From the Shopping home page, click *Print & Carry PO Request*

2. Select your supplier from the drop down list. Note that the supplier selection is limited to those that support the Print & Carry PO method.

3. The specific location of participating suppliers will be indicated in the Fulfillment Address that is generated:

   Smith's Food & Drug Centers Inc
   
   455 S 500 E
   Salt Lake City, UT 84102 US
   +1 800-000-0000

Note the additional instruction for Smith's: See Customer Service. After shopping, always go to the Customer Service desk for checkout.
4. In the Purchase Detail section:

1. Indicate the items to be purchased in the Product Description field. This may be specific, or generalized with terms like "supplies" or "snacks", etc.

2. In the Estimated Line Amount field, indicate the anticipated dollar amount.

3. Note that this form is only valid for purchases totalling less than $5,000.00.

4. Note that this form may not be used to purchase gift cards.

5. On the lower edge of the form, provide:

   1. The Name, and
   2. The University ID # of the person who will pick up the order.

   A valid ID at the time of pick-up is REQUIRED and should be presented to the supplier.

6. Above the Purchase Details section you will find the Available Actions drop down. Select Add and Go to Cart and click Go.
7. In the upper right corner of the page, click on Proceed to Checkout.

8. Enter your chartfield information.

9. Click Submit Requisition.
10. View your approval status.

![Image of UShop Marketplace]

11. Click on PR Approvals until you see that your requisition has completed workflow. Get AE approval if necessary.

1. Click on PR Approvals to refresh the status. Have the Account Executive approve if necessary.
2. Look for the Completed status.
3. Click on View Related Documents

![Image of requisition status]

12. Click View to see your Purchase Order.

![Image of purchase order]
13. Click Document Actions and Print Fax Version.

![Image of Document Actions and Print Fax Version]

14. Print your purchase order and take it to the supplier, such as Smith's in this example.

Note that in addition to the Product Description and Estimated Purchase Amount, the person who will pick up the order is identified on the PO by name and University of Utah ID #. The person must bring a valid University of Utah ID card and this Purchase Order to the supplier's location.

![Image of Purchase Order]

15. The supplier will send an invoice to Accounts Payable. You attach your store receipt to the PO, if desired for additional documentation.

The invoice will be scanned and made available through management reports and the Invoice Lookup (Fortis Web) link in the My Resources section of the Dashboard.

![Image of My Resources with Invoice Lookup highlighted]
Frequently Asked Questions

Do I need to know ahead of time exactly what I’m buying and how much each item costs?

No. Simply provide a general description of the item(s) you plan to buy, along with an estimated dollar limit. You are essentially providing a limit or a "not to exceed" amount. The account executive or GFA Approver approves the purchase up to the amount listed on the requisition. Simply approve enough to purchase all that is required. Wait for the invoice to be paid and then close the PO in the Management Report. This will relieve any excess encumbrance.

Will the supplier provide me with an invoice at the time of sale, or will they send an invoice later to AP?

The supplier will send the invoice directly to Accounts Payable. Keep the receipt for your own records and to validate the invoice.

Can I go to any location for the listed suppliers?

No. Only the locations listed on the form have confirmed that they accept Print & Carry POs (See #3, and list of locations below).

Note: If you need to go to a different location, please contact the supplier in advance to confirm that they will accept your Print & Carry PO.

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 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 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
- Must go to the customer service desk to check out.
- Must have Print & Carry PO in hand.