Use this form to create a Purchase Order (PO) to bring with you to purchase items from the Positively U Gift Shop.

**NOTE**: You must bring a copy of the PO and your UCard to the Positively U Gift Shop at the time of purchase.

### A. Locate the form
The form is found in the Place an Order section of the Shopping Dashboard.

### B. Complete the form
1. Provide an estimated purchase price. Make a generous estimate that will cover the actual purchase price. The Positively U Gift Shop will invoice against this PO for only the amount of the actual purchase.

2. In the Product Description, indicate the item(s) you plan to buy. This may be either a detailed list or a general statement, depending on your department's preference.
C. Complete the order in UShop
   1. In the upper right corner of the form, find the Available Actions dropdown menu. Select Add and go to Cart, then click Go.

   2. Complete as with other UShop orders.

D. Print the PO
   In the upper right corner of the PO, open the Document Actions dropdown menu. Select Print Fax Version, and print the PO.

E. Carry PO to the Hospital Gift Shop
   Take the printed PO, along with your UCard, to shop for the items you need at the Positively U Gift Shop. The address of the Gift Shop is provided on the form.