

Arkansas Tech University
Purchasing Department

Young Building, Suite 101
Russellville, AR 72801-2222

Telephone: (479) 968-0269 Fax (479) 968-0633

PCard Order Request

(only for Departments that **DO NOT** have a PCard)

Department Name: _____ Fax: _____

Contact Name: _____ Phone: _____

Address: _____

Index	Fund	Organization	Account	Program

Agency Funds: Yes No

Vendor Name: _____

Vendor Website: _____

Vendor Phone: _____ Fax: _____

<u>Description:</u>	<u>Qty:</u>	<u>Price:</u>

The requested items will be used for: _____

Signature

Supervisor