

# Arkansas Tech University

## Agency P-Card Request Only

Department Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

FUND	ACCOUNT
	242000

Vendor Name: \_\_\_\_\_

Vendor Website: \_\_\_\_\_

Vendor Phone #: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Description of Items	QTY	Price per Item	Total Price per Item
<i>Shipping &amp; Tax charges must be entered on this form, if applicable. Charges to your Agency may be different than the amount listed due to shipping, taxes, unavailable items at time of purchase, or other reasons. Please check for promo, coupon, or discount codes that can be applied to the order.</i>	<b>Shipping</b>		
	<b>Tax</b>		
	<b>Order Total</b>		

The requested items will be used for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized Requester's Signature

\_\_\_\_\_  
Authorized Supervisor's Signature

Forward Agency P-Card Request Form, backup, and any other required forms or approvals to Accounting. All Gifts/Prizes/Awards and logos require a separate approval and must be attached before a purchase can be completed. Incomplete request will delay a timely order. See Agency P-Card Request Instructions on the Controller's website for full instructions.