

Arkansas Tech University
Procurement and Risk Management Services

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