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: _____

Description:	Qty:	Price:

The requested items will be used for: _____

_____

_____

_____ _____
Signature Supervisor