Arkansas Tech University Stationery Ordering Procedures

Request a stationery proof by clicking on the Stationery Request Form link located on the Procurement website



Proof of requested material is generated within the Robohead software system



Enter a requistion to Arkansas State University for needed items. The T number and price list can be found on the Procurement Website.



Download and email finalized pdf proof to purchasing@atu.edu



Procurement department gets any required approvals and processes the requistion into a purchase order.



Order is submitted to ASU via email



After your items are received, sign and submit the Departmental Copy of the PO to Accounts Payable.