

Instructions for common procurement and travel processes.

Purchasing office supplies

Office supplies must be purchased using your PCard from Staples or Amazon Business. Your Pcard is linked to the discounts associated with the Staples Advantage program.

1. Log into Staples Advantage or Amazon Business.
2. Select the items you need to purchase.
3. Purchase using your Pcard.
4. Retain the receipt for Pcard log submission. Three-hole punch and place in binder.
5. Update your Pcard log with total purchase amount.
6. *Create separate orders for ink or toner and other office supplies. This makes entering the purchases on your log easier as ink/toner are in account code 703985 and other office supplies are in 703916.*

Purchasing business cards or stationery

1. Access the ATU Print Center with Morpho Printing.
<http://www.atuprintcenter.com/>
2. Complete your order request using the prompts.
3. Purchase using your Pcard.
4. Retain receipt for your Pcard log submission. Three-hole punch and place in binder.

Purchasing from Dell or Apple Computer

1. Access the OIS service catalog at <https://support.atu.edu/support/catalog/items>. Login may be required.
2. Select your desired items and submit for an e-quote request by clicking Request Now under the item(s) and Place Request.
3. Receive your E-quote from OIS.
4. Place a requisition to either Dell or Apple for the items. Include the quote number in the document text of the requisition.
5. Receive the departmental copy of the purchase order in you email inbox.
6. Order is received.
7. **After** you receive the order, send the approved departmental purchase order to Accounts Payable.

Note: Should your Dell or Apple product availability change between the time of the quote and purchase, Procurement will close the existing requisition and notify you of the change in availability via email. You will be required to request a new quote from OIS and enter a new requisition.

Requesting an Official Function

1. Access the Official Function Request Memo here.
<https://www.atu.edu/travel/docs/revisedofficialfunctionform%20May%202023.pdf>
2. Access a non-state form here
<https://www.atu.edu/travel/docs/Non%20Employee%20Form%20May%202023.pdf>
3. Complete each section and acquire each signature required.
4. Submit completed Official Function Request Memo, Non-State form and original receipt to Travel Services 404 N El Paso for review.
5. Travel Services forwards each complete request to VP Admin and Finance's office for signature. Incomplete requests will be returned.
6. VPAF's office returns signed request to Travel Services.
7. Travel Services forwards to Accounts Payable for processing.
8. Reimbursement payment is issued.

Purchasing T-shirts and Embroidered Apparel

All screen printed and embroidered apparel purchases must be made from one of the following vendors and follow these steps.

BSW T01010698 501-354-1113 or bswsalescb@gmail.com (Christie Brown)

Express Press T01335346 austin@expresspress.com or bids@expresspress.com

River Valley Screenprinters T01001753 479-967-6110

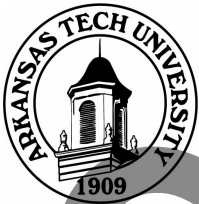
Russellville Printing T01000130 479-968-2775

River Valley Specialtees-may be used for embroidery only T01254006 479-967-6150

T numbers and telephone numbers are provided for your convenience.

1. Submit your artwork for approval with MARCOMM at
<https://www.atu.edu/marcomm/project-requests/license-artwork.php>. If you need help with a design, please contact MARCOMM via this form to discuss your project in more detail <https://www.atu.edu/marcomm/project-requests/creativeother.php>
2. After receiving artwork or artwork approval, contact one of the vendors listed above and obtain a quote. Remember, River Valley Specialtees may only be used for embroidery.
3. Submit a request for Controller's Office approval for all apparel that is given away as a promotional item or prize at
<https://www.atu.edu/purchasing/docs/Gift%20Prize%20Award%20Form%20Checklist%202023.pdf>. ***This approved form must be on file in Procurement before a PO will be issued.***
4. Submit a requisition to the vendor matching the quote line for line and include the text "RFP 21-039" in the document text and use the PO included on the following page as an example of correct requisition entry. Do not include order details in the document text. Document text is for quote number and other general information only

5. Email the quote to purchasing@atu.edu,
6. Purchasing will issue a purchase order once the approved requisition arrives in our office and you will receive a departmental copy of the PO.
7. After receiving the departmental copy of the PO, send the artwork to the vendor.
8. Upon receipt of the completed apparel order, sign the departmental PO and send to Accounts Payable for payment issuance.



**Arkansas Tech University
Procurement and Travel Services**

Young Bldg East End
203 West O Street
Russellville, AR 72801-2222
Phone: (479) 968-0269
Fax: (479) 968-0633

PO Number:
Issue Date: 07/14/21
Delivery Date: 07/21/21

SEND INVOICES TO:

ATU ACCOUNTS PAYABLE
1505 NORTH BOULDER AVENUE
ROOM 302
RUSSELLVILLE, AR 72801-2222
FOR TRAVEL POS SEND TR-1 WITH RECEIPTS TO TRAVEL SERVICES

REQ Number:

**THE UNIVERSITY IS SUBJECT TO AR SALES TAX.
STATE OF ARKANSAS: 6.5%
CITY & COUNTY: 2.5%**

Vendor No:

Ship to: Arkansas Tech University

Contact Person & Phone

FOB Destination - Prepaid

Terms: Net 30 Days

Item	Description	Quantity	Unit Cost	Total Cost
1	T-shirts for Orientation Leaders and Incoming Freshmen and Transfer Students. RFP-21-039			
1	OL T-Shirt 1 Bella Canvas Heather Grn S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	5.7600	627.84
2	OL T-shirt 1 Bella Canvas Heather Grn 2XL	10.00 EA	7.1300	71.30
3	OL T-shirt 1 Bella Canvas Heather Grn 3XL	1.00 EA	8.4700	8.47
4	OL T-shirt 1 Bella Canvas Heather Grn 4XL	1.00 EA	9.9100	9.91
5	OL T-shirt 2 Bella Canvas Forest S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	5.4300	591.87
6	OL T-shirt 2 Bella Canvas Forest 2XL	10.00 EA	6.8000	68.00

TOTAL:

APPROVED

DATE MD&S RECD _____ FINAL _____ PARTIAL _____
DATE APPROVED _____ BY _____

DEPARTMENTAL COPY



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Ship to: Arkansas Tech University

Contact Person & Phone
Meighan Burke (479) 968-0235 ext.

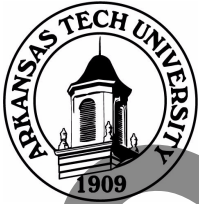
FOB Destination - Prepaid
Terms: Net 30 Days

Item	Description	Quantity	Unit Cost	Total Cost
7	OL T-shirt 2 Bella Canvas Forest 3XL	1.00 EA	8.1400	8.14
8	OL T-shirt 2 Bella Canvas Forest 4XL	1.00 EA	9.4800	9.48
9	OL T-shirt 3 Bella Canvas Heath. Ylw Gold S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	6.0800	662.72
10	OL T-shirt 3 Bella Canvas Heath. Ylw Gold 2XL	10.00 EA	7.4500	74.50
11	OL T-shirt 3 Bella Heather Yellow Gold 3XL	1.00 EA	8.7900	8.79
12	OL T-shirt 3 Bella Heather Yellow Gold 4XL	1.00 EA	10.1300	10.13
13	Freshman T-shirt Gildan 2000 Kiwi S-XL	1,000.00 EA	2.6600	2,660.00
TOTAL:				

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Terms: Net 30 Days

Item	Description	Quantity	Unit Cost	Total Cost
14	125-S, 225-M, 325-L, 325-XL Freshman T-shirt Gildan 2000 Kiwi 2XL	125.00 EA	5.3200	665.00
15	Freshman T-shirt Gildan 2000 Kiwi 3XL	7.00 EA	6.8900	48.23
16	Freshman T-shirt Gildan 2000 Kiwi 4XL	3.00 EA	6.9900	20.97
17	Transfer T-shirt Gildan 2000 Vegas Gold S-XL 30-S, 55-M, 55-L, 30-XL	170.00 EA	2.6600	452.20
18	Transfer T-shirt Gildan 2000 Vegas Gold 2XL	25.00 EA	5.3200	133.00
19	Transfer T-shirt Gildan 2000 Vegas Gold 3XL	5.00 EA	6.8900	34.45
20	Transfer T-shirt Gildan 2000 Vegas Gold 4XL	3.00 EA	6.9900	20.97
TOTAL TAXES:				556.72
TOTAL:				6,742.69

VENDOR INFORMATION:

ID: T01000130
Phone: 479-968-2775
Fax: 479-968-5175

APPROVED

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