



E-Signature Practices

Please keep in mind that while working remotely you may approve certain documents such as a TR-1 using an electronic signature. However, ATU is required to maintain records of approvals that are acceptable to AR Legislative Audit. Because of this we request that all approvers include the approved document in an email originating from their ATU account to confirm approval. Thank you for your patience as we work toward an E-signature policy that will address many of these issues.

Bank of America PCard and TCards Available

There are some PCard and TCards in our offices that have not been picked up by cardholders. Please come by and pick your card up as soon as possible.

Ordering from Staples or Amazon?

Get the most bang for your department's buck by using Staples Advantage and Amazon Business for all University orders from these vendors. Signup is easy! Just follow the links below and remember to use these dedicated sites each time you shop Staples or Amazon.

[Staples Advantage](#)

[Amazon Business](#)

Procurement and Travel Services

Creating value through collaboration.

Contact us:

As we continue to work remotely, please contact an individual team member at the extensions below or email purchasing@atu.edu or travel@atu.edu. We are still reachable at our main numbers, but from time to time connectivity makes it difficult to answer those lines.

Procurement

479-964-0583 ext.

Jessica Holloway 3550

Jennifer Warren 3552

DeAnna Kile 3551

Cindy Hubbard 3553

Kristi Higgs 3554

Tammy Rye 2301

479-968-0269-Main Line

Travel

479-964-0583 ext.

Cindy Pratt 3502

Brooklyn Meeks 3558

479-356-6209-Main Line

Requisition Entry Pointers

- Include the name and date of the event and account code 703997 on all Compass Group requisitions.
- Only use a commodity code for a travel requisition (704100) and never for a procurement requisition.
- If you have a quote from a vendor, please itemize the requisition to match the quote line-for-line and include the quote number in the document text.
- Forward all quotes to purchasing@atu.edu.

Practice these tips for more efficient processing of your requests!

