

Arkansas Tech University

Purchasing Department

Young Building, East End
Russellville, AR 72801-2222

Telephone: (479) 968-0269 Fax (479) 968-0633

Inventory Notification

DATE:

TO: Fred Clayton

FROM:

RE: Inventory item on P card

Used PCard for purchase of the following:

Qty: 1	Description:	Price:
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Vendor:

Shipping: \$

Tax: \$

Total purchase: \$

Shipped to:

Index to be charged: Account:

Cardholder: