

Complete this form and email to
Melody Mayo at mmayo@atu.edu and
include a copy with your PCard log.



Arkansas Tech University
Procurement and Risk Management Services
Young Building, East End
Russellville, AR 72801-2222

PCard Inventory Notification

DATE:

TO: Melody Mayo, Accounts Payable

FROM:

RE: PCard Order for Inventory

The following purchase was made using a PCard.

Description:

Qty:

Unit Price:

Vendor:

Shipping: \$

Tax: \$

Total purchase: \$

Shipped to:

Index to be charged: Account:

Cardholder: