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: Administrative Services adminservices@atu.edu

FROM:

RE: PCard Order for Inventory

**Used PCard for purchase of the following:**

**Qty:**  **Description**:

**Price:**

**Vendor:**

**Shipping:**

**Tax:**

**Total purchase**

**Shipped to:**

**Index to be charged:**  **Account:**

**Cardholder:**