



Procurement Services
203 W O Street
Russellville, AR 72801
purchasing@atu.edu
479-968-0583 ext 3554

PCard Order Request Form

Email completed and signed form to purchasing@atu.edu. You will be charged tax in a separate line of your budget if vendor does not collect tax at time of sale.

Department Name: _____ Fax: _____

Contact Name: _____ Phone: _____

Address: _____

Index	Fund	Organization	Program

Vendor Name: _____

Vendor Website: _____

Vendor Phone: _____

Description of Item	Account	Qty	Unit Price	Total

Signature

Supervisor