



Updated Furniture Guidelines Available

In order to streamline the departmental furniture purchasing process, we have issued an updated guideline. In addition to the furniture options listed we encourage departments to view the [Arkansas Correctional Industries](#) website for available furniture offerings. We have several task chairs available for demo in the Procurement Office including the OPS 4008 featured here currently available for \$206.25 from ACI.



Updated GSA Meal and Lodging Rates

The GSA meal and lodging per diem rates will be updated **October 1, 2021**. Revised GSA charts will be published to the Travel Services website for reference. Only travel occurring after October 1 will be subject to these new rates. Please contact Travel Services with any questions.

Need a Rental Car? See the [Travel Services Rental Car](#) page for information and instructions. It is essential to use the ATU dedicated link for all reservations.



COVID Spread Prevention Supplies Still Available

Disposable masks, hand sanitizer, and wipes are available and may be requested directly from Facilities Management via the [FAMA PPE Request Form](#). FAMA typically delivers requested supplies on Fridays.

Remember to place all printer cartridge purchases in account number 703985 on your PCard log. If cartridges are included in an order with other supplies, they must be removed and the purchase price and tax entered onto a separate line on your PCard log.

Procurement and Travel Services

Creating value through collaboration.

Contact us:

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

purchasing@atu.edu

Travel

479-964-0583 ext.

Cindy Pratt 3502

Brooklyn Meeks 3558

479-356-6209-Main Line

travel@atu.edu

Remember to forward all quotes to purchasing@atu.edu that accompany your requisitions. Providing us with your quote at the time of requisition entry ensures that we process your order as efficiently as possible.