

Arkansas Tech University  
Purchasing Department

Young Building, Suite 101  
Russellville, AR 72801-2222

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

**PCard Order Request**

(only for Departments that **DO NOT** have a PCard)

Department Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Index	Fund	Organization	Account	Program

Agency Funds:  Yes  No

Vendor Name: \_\_\_\_\_

Vendor Website: \_\_\_\_\_

Vendor Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<u>Description:</u>	<u>Qty:</u>	<u>Price:</u>

The requested items will be used for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor