|  |
| --- |
| FOR PURCHASING OFFICE USE ONLY |
| **Purchase Order #**: |
| Bid #: |
| State Contract #: |
| GL Acct #: |
| Purchase Codes: |
| Date Request Received: |
| Date Order Placed: |

#### **brtc new logo revisedConverted**

#### **Purchase Request Form**

**Department or Alternate Funding Source (ie., name of Grant)**

**PLEASE NOTE: This form is for Business Card Orders Only**

Please select quantity desired and complete the information in the shaded area.

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | **Total** |
| 250 | Business Cards | $79.00 |  |
| 500 | Business Cards | 89.00 |  |
| Name |  |  |  |
| Title |  |  |  |
| Select One | PO Box 468, 1410 Highway 304 East, Pocahontas, AR 72455  1 Black River Drive, Paragould, AR 72450  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (i.e. Fire Science Address) |  |  |
| Email |  |  |  |
| Phone | Phone 870.248.4000 X 4xxx Fax 870.248.4100 |  |  |
|  |  |  |  |
|  | \*(Include Sales Tax Of 9.75%) | Tax |  |
|  |  | GRAND TOTAL |  |

|  |  |
| --- | --- |
| **VENDOR:** | ASU Printing Department |
| Contact: | Dave Maloch |
| Address 1: | Box 1930 |
| City/State/Zip: | State University, AR 72467 |
| Telephone: |  |

|  |  |
| --- | --- |
|  | **GENERAL LEDGER ACCOUNTS**  *To be completed by Departmental Supervisor* |
| X | 6226-Misc Supplies Expense |
|  | 6205-Conference/Educ/Training |
|  | 6206-Instructional Supplies |
|  | 6207-Office Supplies |
|  | 6208-Shop/Industrial Supplies |
|  | 6209-Maintenance/Custodial |
|  | 6210-Subscription |
|  | 6211-Memberships |
|  | 6213-Promotional Items |
|  | 6300-Capitalized Equipment |
|  | 6302-Library (Books/Audiovisuals) |
|  | **List other accounts below as needed** |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Requester |  | Date |
|  |  |  |
| Signature of Departmental Supervisor/Budgetary Approval |  | Date |
|  |  |  |
| Signature of VP of Administration |  | Date |

|  |
| --- |
| \*S & H and Tax will ultimately be added to your order and will impact your budget. |
|  |

September 11, 2014 / AF