



REQUISITION GUIDELINE PROCEDURES

In an effort to improve the quality of information contained on procurement requisitions, we ask that you keep in mind the following guidelines when entering a requisition.

- Do not use symbols such as @, #, %, &, /, _.
- Document Text should contain information pertaining to the entire requisition, not one particular item. Examples are quote numbers, contract numbers, or notes to Procurement.
- Item Text should contain information for that particular item (make/model, product/item numbers, information that does not fit on the description line.)
- If you have a quote from a vendor, you must itemize the requisition using the quote as a guide. In other words, make it a line-for-line match to your quote.

Procurement and Risk Management Services

*Creating value
through
collaboration.*

Contact us:

W.O. Young
Building,
Suite 101

479.968.0269
purchasing@atu.edu

Welcome!

Procurement and Risk Management Services is pleased to welcome Tammy Rye to our staff. Tammy has been with ATU for over 10 years and holds a BA in Psychology and BSBA in Management/Marketing from Arkansas Tech.

Wishing
you a
wonderful
Holiday
Season!



Please don't forget....

The Department of Finance and Administration maintains that State funds may not be used for purchasing seasonal greeting cards. Please contact us with any questions.

The end of the calendar year is a good time to review your departmental data and cell phone plans. Please take a moment to review your bill and make sure that you are using your current plan to its full potential. Available plans can be found [here](#). Please contact Cindy Hubbard in our office if you would like to make a change to any of your plans.