Arkansas Tech University Business Card Ordering Procedures

Request a business card proof by clicking on Business Card Request form link located on the Procurement website

Proof of requested material is generated using the Robohead software system

Enter a requistion to Target Printing. T number can be found on price list located on Procurement website

Download and email the finalized pdf proof to purchasing@atu.edu

Procurement department gets any required approvals and processes the requistion into a purchase order

Order is submitted to Target Printing via email

After your items are received, sign and submit the Departmental Copy of the PO to Accounts Payable.