



**PURCHASE REQUEST**  
**SOUTHERN ARKANSAS UNIVERSITY TECH**  
 CAMDEN, ARKANSAS 71711  
 Telephone: 870-574-4523 Fax: 870-574-4520

<b>PURCHASE ORDER#</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT</b>

<b>VENDOR</b>	
	Phone: _____
	Fax: _____
	Email: _____

Item	Qty	Unit	Description (mark X in box if Technology related)	Unit Price	Amount
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$
11					\$
12					\$
13					\$
14					\$
15					\$
16					\$
17					\$
18					\$
19					\$
20					\$
21					\$
22					\$
			SHIPPING		\$
			TAX		\$
			TOTAL		\$

Budget Manager (up to \$5,000)	Date	Vice Chancellor (\$5,001 - \$19,999)	Date
Chancellor(\$20,000 and over)	Date		Date

IT Director	Is a VPAT required for purchase? If yes, enter VPAT #
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**\*IT Director signature is required for hardware, software, & peripherals/Assess for VPAT requirement.**

Arkansas Law requires that Information Technology be accessible to the visually impaired.