



## **How Do I Buy or Handle...** ***Audio-Visual Equipment & Supplies***

### **Current Contract Vendor(s):**

Please refer to [VT contracts](#) for a list of vendors. Key word search “audio” to view a list of current contracted vendors for lab equipment and supplies.

You can also look on the [VASCUPP](#) site for additional contracts and search for “Audio.”

Additionally, B&H is a contracted vendor with a punchout located on the home page of HokieMart under the Office/Computer/Book/Furniture Punchout Catalogs section. We would encourage users to check there when looking for audio-visual equipment and supplies.

### **Description:**

VT has access to all A/V contracts listed on the sites above. Please obtain a formal written quote from the above A/V contractor best suited for the job and enter a HokieMart requisition per the quote.

### **To use another vendor:**

Please obtain a formal written quote from the Audio-Visual (A/V) contractor best suited for the job and enter a HokieMart requisition per the quote. However, if the vendor is not on contract, the spend limit is \$10K. Please be sure to use a contract vendor for all requirements expected to exceed \$10K.

### **For more information contact:**

- Procurement 540-231-6221
- Or [hokiemart@vt.edu](mailto:hokiemart@vt.edu)