

How Do I Buy or Handle...

Electronics

Current Virginia Tech Contract Vendor(s):

Digi-Key is a punch-out vendor on the HokieMart showcase.

Orders can be processed as follows:

1. Orders falling under department delegation of \$10,000 should be keyed into HokieMart to generate a requisition and purchase order that will be sent electronically to your selected vendor. **P-cards should only be used when a vendor doesn't accept a purchase order.**
2. Requests over \$10,000 must be ordered by the Procurement department through HokieMart. Requisitions that are less than \$10,000 require one written quote.
3. For requests for \$100,000 or more, contact the buyer for instructions. Large orders may require sealed solicitations with detailed specifications prepared by Procurement.

For more information contact:

- Procurement 540-231-6221
- Or hokiemart@vt.edu