



How Do I Buy or Handle...

Repair Services for Lab Equipment

Description of Purchase Process:

Virginia Tech has a commitment to its research community that includes significant investment in equipment and technology. Properly maintaining that equipment is a critical part of the university's success.

Virginia Tech has many vendors that can repair scientific equipment. Please refer to [VT Contracts](#) for a list of vendors. Key word search "repair."

Contract Purchase Orders and Issued by Departments:

Issue purchase order based on quoted estimate. If repairs exceed quoted estimate, vendor may not proceed until the current purchase order is cancelled and a new purchase order is issued for the updated amount.

Purchase Orders Issued by the Procurement Department:

If repairs exceed quoted estimate, vendor may not proceed until a change order is issued based on an updated quotation.

For more information contact:

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