






# HokieMart Requisition Form Quick-Guide

Punchout	Hosted Catalog	Interdepartmental Service Request	Travel Agency Authorization	Non Catalog
<p>Does the vendor have a shopping icon on the home page of Hokiemarkt?</p>  <p>Click the supplier's punchout icon to continue to their punchout website and start shopping.</p>	<p>Does the vendor have a catalog icon located at the bottom of the home page of Hokiemarkt?</p>  <p>Click the supplier's catalog icon to continue to their hosted catalog and start shopping.</p>	<p>Are you purchasing something from an internal supplier (does the vendor name start with "VT")?</p>  <p>Click the on the Interdepartmental Service Request (ISR) form to start your order.</p>	<p>Have you made travel arrangements with one of our contracted travel agencies?</p>  <p>Click the on the Travel Authorization form to start your order.</p>	<p>Do none of the other order forms apply?</p>  <p>Click the on the Non-Catalog Item text to start your order.</p>
<b>Reminders</b>				
<ul style="list-style-type: none"> <li>- Always sent HokieMart Will Deliver</li> <li>- Users have unlimited delegation except for Apple &amp; Dell (limit of \$100,000)</li> </ul>	<ul style="list-style-type: none"> <li>- Always sent HokieMart Will Deliver</li> <li>- Users have unlimited delegation for contracted hosted catalogs</li> </ul>	<ul style="list-style-type: none"> <li>- Always sent HokieMart Will Deliver</li> <li>- Unlimited purchasing authority</li> </ul>	<ul style="list-style-type: none"> <li>- Always sent HokieMart Will Deliver</li> <li>- Unlimited purchasing authority</li> </ul>	<ul style="list-style-type: none"> <li>- Can be sent HokieMart Will Deliver or User Will Deliver</li> <li>- Departmental Delegation of \$10,000</li> </ul>

When in doubt, email [hokiemarkt@vt.edu](mailto:hokiemarkt@vt.edu) and we would be happy to help!