








HokieMart Forms Quick-Guide

Punchout	Hosted Catalog	Interdepartmental Service Request	Reimbursement Request	Travel Agency Authorization	Direct Pay	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>Are you reimbursing a VT employee for non-travel items or services?</p>  <p>Click the on the Reimbursement Request 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>Is this a category covered under Policy 3220?</p>  <p>Click the on the Direct Pay 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>
Reminders						
<ul style="list-style-type: none"> - Always sent HokieMart Will Deliver - Users have unlimited delegation except for Apple & Dell (limit of \$100,000) 	<ul style="list-style-type: none"> - Always sent HokieMart Will Deliver - Users have unlimited delegation for contracted hosted catalogs 	<ul style="list-style-type: none"> - Always sent HokieMart Will Deliver - Unlimited purchasing authority 	<ul style="list-style-type: none"> - Always sent User Will Deliver - Departmental delegation of \$2,000 	<ul style="list-style-type: none"> - Always sent HokieMart Will Deliver - Unlimited purchasing authority 	<ul style="list-style-type: none"> - Always sent User Will Deliver - See Direct Pay Policy 3220 for purchasing delegations 	<ul style="list-style-type: none"> - Can be sent HokieMart Will Deliver or User Will Deliver - Departmental Delegation of \$10,000

When in doubt, email hokiemarkt@vt.edu and we will be happy to assist!