# HokieMart Forms Quick-Guide

<table>
<thead>
<tr>
<th>Punchout</th>
<th>Hosted Catalog</th>
<th>Interdepartmental Service Request</th>
<th>Reimbursement Request</th>
<th>Travel Agency Authorization</th>
<th>Direct Pay</th>
<th>Non Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the vendor have a shopping icon on the home page of HokieMart?</td>
<td>Does the vendor have a catalog icon located at the bottom of the home page of HokieMart?</td>
<td>Are you purchasing something from an internal supplier (does the vendor name start with “VT”)?</td>
<td>Are you reimbursing a VT employee for non-travel items or services?</td>
<td>Have you made travel arrangements with one of our contracted travel agencies?</td>
<td>Is this a category covered under Policy 3220?</td>
<td>Do none of the other order forms apply?</td>
</tr>
<tr>
<td>Click the supplier’s punchout icon to continue to their punchout website and start shopping.</td>
<td>Click the supplier’s catalog icon to continue to their hosted catalog and start shopping.</td>
<td>Click the on the Interdepartmental Service Request (ISR) form to start your order.</td>
<td>Click the on the Reimbursement Request form to start your order.</td>
<td>Click the on the Travel Authorization form to start your order.</td>
<td>Click the on the Direct Pay form to start your order.</td>
<td>Click the on the Non-Catalog Item text to start your order.</td>
</tr>
</tbody>
</table>

## Reminders

- Always sent HokieMart Will Deliver
- Users have unlimited delegation except for Apple & Dell (limit of $100,000)
- Always sent HokieMart Will Deliver
- Users have unlimited delegation for contracted hosted catalogs
- Always sent HokieMart Will Deliver
- Unlimited purchasing authority
- Always sent User Will Deliver
- Departmental delegation of $2,000
- Always sent HokieMart Will Deliver
- Unlimited purchasing authority
- Always sent User Will Deliver
- See Direct Pay Policy 3220 for purchasing delegations
- Can be sent HokieMart Will Deliver or User Will Deliver
- Departmental Delegation of $10,000

## Reminders

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