

# THE CART



## What's happening in Procurement at Virginia Tech?

August 2025

### How To Choose A Supplier

When selecting a supplier to do business with, best practice is to source from a contracted vendor whenever possible. Contracted vendors are those that the university has developed strategic relationships with through negotiations of favorable terms to the University, such as service level, quality commitments, and discounts. Keep in mind, departments have unlimited delegated purchasing authority when using a university wide contracted vendor.

A list of contracted vendors can be found in the [VT Contracts Search Tool](#). Departments can search using vendor names, key words and apply contract category filters to locate a vendor. The search tool returns contract documents, if available, and sales contact information for the vendor.

If a contracted vendor is not available, departments should utilize a vendor already active in the HokieMart system if possible. Soliciting at least 3 competitive quotes is best practice to ensure the university is getting the best deal possible. Using an existing supplier cuts down on PO processing time.

If no contracted vendor is available and a new supplier must be set up in order to make a purchase, departments can enter a [New Supplier requisition](#) to establish their vendor in the HokieMart system.

Please contact us at [hokiemart@vt.edu](mailto:hokiemart@vt.edu) to request assistance in choosing a supplier for your purchase!

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## Software Purchasing Overview

Cloud-hosted software requires additional review prior to purchase. Departments are encouraged to utilize existing software where possible, including products offered through the [Software Service Center](#). The Division of IT's repository of currently approved software can be found on their [website](#).

The [Low Risk, Low Cost Software approval process](#) provides an expedited purchasing path for software that meets the requirements of a low risk use case and total annual purchase under \$10,000. More details on the requirements can be found in the Division of IT's [Standard for Delegated Authority for Procurement of Low-Risk Software and IT Services](#).

- Please note that University Purchasing cards should only be used for software where the vendor will not take a purchase order via HokieMart and must have a Low Risk, Low Cost approval in place. Personal reimbursements for software are generally not allowable.
- Please consult with [Collaborative Computing Solutions](#) about any Google, Microsoft, or AWS services before submitting a Low Risk, Low Cost request and placing the purchase on your P-card. Many of these services can be supported centrally and are available under existing VT contracts.
- Low Risk, Low Cost approvals are based on use case and dollar value. Because these details can change, departments must submit new approval requests annually for recurring software purchases.

New cloud-hosted software requests that do not meet the requirements for Low Risk, Low Cost will need to be reviewed and could require approval from the following offices:

- IT Security Office: required for all cloud-hosted software managing moderate or high risk data.
- Registrar's Office: required for all software managing FERPA-protected data.
- Privacy and Research Protection Program: required for all software managing moderate or high risk research data.
- Bursar's Office: required for all software managing payment card data.
- Technology-enhanced Learning and Online Strategies: required for all Canvas-integrated software requests.
- Office of Export and Secure Research Compliance: required for all export controlled software.
- Office for Civil Rights Compliance and Prevention Education: required for all custom web development and all software utilized by more than 1,000 users.

To begin the approval process, departments should submit a requisition in HokieMart using account code **12755** or **12756** and should not assign a contract to the requisition. This will route the request to the IT Procurement team to begin coordinating a review.

## Software Purchasing Overview con't

A few tips for new software requests include:

- If your purchase will exceed \$200,000 across the term of the agreement, please reach out to [procurement@vt.edu](mailto:procurement@vt.edu) as early in the purchasing process as possible. These purchases will require additional competition as well as an IT review.
- Software reviews are driven in part by how the faculty or staff member requesting the software will use the tool. If you are in a fiscal role, please provide your requesters name, email, and extension with the request so we can connect with them about their use of the software.
- Please allow 3-6 months for a software review if it will include [high risk data](#).

## Supplier Spotlight: Another Supply Company LLC

Another Supply Company LLC (ASCLLC), a recently certified Virginia SWaM Micro/Small, Woman Owned, and Service Disabled Veteran owned business, is an office equipment and IT consultant, value added reseller, and installer/integrator, that specializes in providing secure solutions for federal, state, and local government agencies and educational facilities. ASCLLC is also an AbilityOne authorized distributor, providing office supplies and remanufactured toners that support private-sector jobs for Americans who are blind or have significant disabilities, including veterans and wounded warriors. Manufacturers whose products they represent include: AbilityOne, Formax, Dell, HP, MSI, Lenovo, Samsung, Tangent, APC, Lexmark, Logitech, Poly, Dahle, Formax, Kingston/IronKey, and many others. In addition to products they provide through Hokiemarket and eVA, ASCLLC excels at competitively providing items from larger manufacturers and out of state sources that may be challenging to acquire through SWaM-certified suppliers, e.g., B&H Photo, Uline, or Allen & Heath. ASCLLC is certified as a HUB Zone company and an Economically Disadvantaged Woman (EDWOSB) and Service Disabled Veteran

(SDVOSB) Owned Small Business by the SBA, and is a 2025 SBA Veterans Institute of Procurement graduate.

For information: Richard Vogel, [info@anothersupplycompany.co](mailto:info@anothersupplycompany.co), 814-962-6260 For additional information on ASCLLC, please visit their [website](#)

Training for  
HokieMart  
Requestors:



- Aug 27th 2025
- Sep 24th 2025
- Oct 29th 2025
- Dec 3rd 2025

Registration Required  
through [PageUp](#)

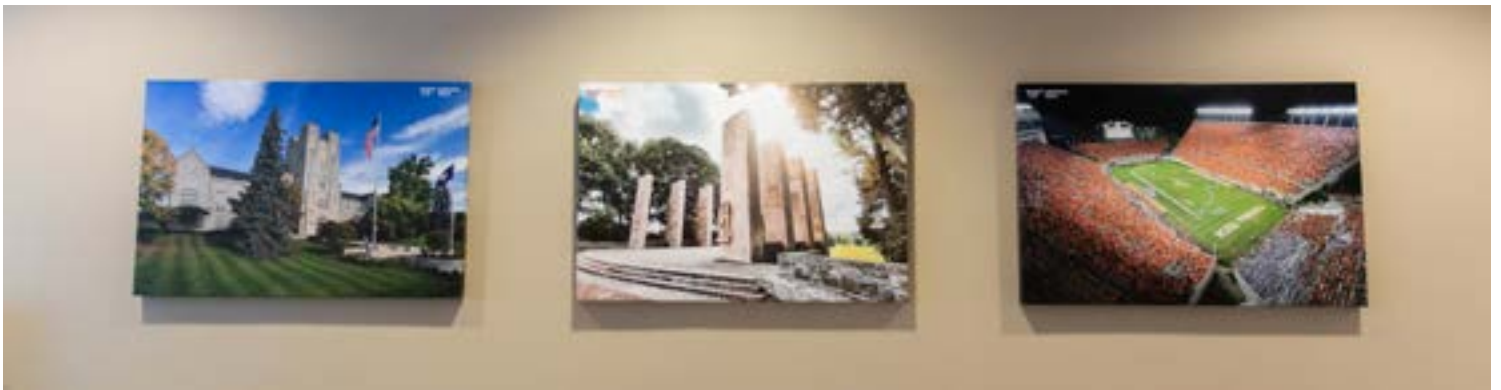
## UPCOMING EVENTS

ABC's of Procurement Part 1  
Sign Up on [PageUp](#)

ABC's of Procurement Part 2  
Sign Up on [PageUp](#)

# PROCUREMENT CELEBRATES

Retirement for...



At the end of August, Virginia Tech Procurement will say farewell to two valued team members as they begin their well earned retirement. Their dedication, knowledge, and contributions have left a lasting impact on our department and the university community.

## Benny Snuffer, *Buyer Senior*

Benny joined Virginia Tech Procurement in 2007 and has supported the university's purchasing efforts for nearly two decades. He played a key role in coordinating vehicle purchases and copier leases across campus. A longtime Hokie, Benny has always enjoyed following Virginia Tech football.

## Krista Link, *Contracts Database Coordinator*

Krista Link is retiring from Virginia Tech Procurement after 37 years of dedicated service. Known for her attention to detail and commitment to getting the job done, Krista plays an important role in supporting the university's purchasing operations. In retirement, she looks forward to spending more time sewing and enjoying life with her family.

Please join us in thanking them for their years of service and wishing them all the best in this next chapter. Their presence will be deeply missed, but their legacy will continue to shape our work and our values.