

HokieMart Approver User Guide

Updated April 8, 2026

Introduction

HokieMart is the **University's e-procurement system**, hosted by Jaggaer. HokieMart **centralizes the procure to pay process**, by wrapping the issuance of a purchase order, receipt of goods or services, and processing of e-invoices all into one system.

All university purchases should be issued using a purchase order through HokieMart.

In addition to placing purchase orders, we also use HokieMart for the following actions:

- Processing invoices
- Storing university contracts
- Maintaining a database of supplier records
- Sourcing for new term contracts

Overview of HokieMart

HokieMart is used to make purchases and issue payments to vendors. This can be accomplished by submitting a requisition or a payment request form. After a requisition or payment request form is submitted, they flow through an approval process to generate a Purchase Order or e-invoice to initiate payment to a vendor.

To maintain separation of duties, typically, a single user may serve as both a Requestor and Receiver. Usually, an Approver has only that single role. Users cannot enter, approve, and receive their own documents in the HokieMart system.

HokieMart provides a central receiving process for the entire university. Once goods or services are delivered, a Receiver will go into the purchase order to complete a receiving action. Along with a copy of the PO and invoice, this receiving action provides Accounts Payable with a 3-way match to issue payment to a vendor.

More information regarding receiving can be found in the [Receiver Guide](#).

HokieMart is open to the entire university; there should be virtually no paper processing. The responsibility of each user is described in one of three guides:

- Requestor
- Approver
- Receiver



User Roles

Roles in HokieMart are assigned to a particular user based on information received from departments and levels of responsibilities within individual departments and are controlled within the HokieMart application.

Requestor

The Requestor is the individual (user) who initiates the electronic purchase of goods and services by shopping and creating a cart. The Requestor utilizes either a Punchout catalog, Hosted Catalog, or a quote from a vendor to generate a shopping cart. After placing these items in the shopping cart, the Requestor will proceed through the checkout process to create a draft requisition. Once all required fields are complete on the draft requisition, it is submitted into the workflow of approvals prior to becoming a purchase order.

On Behalf-of-Requestor

An On Behalf-of-Requestor is an individual who initiates the electronic purchase of goods and services “on behalf of” the Requestor who is authorized to use HokieMart.

Approver

An Approver is an individual designated to electronically review/edit and approve purchase requisitions and invoice documents within the delegated purchasing authority. After verification, the Approver may either reject part or all of the document or approve the document. This role approves two types of documents: Requisitions and Invoices. Approval of the requisition creates a Purchase Order (PO) that is electronically delivered to the supplier. Approval of an Invoice provides Accounts Payable with approval to generate payment once the document completes workflow and integrates into Banner.

Receiver

The Receiver verifies receipt of goods or services. All or part of the order may be received depending on delivery (for example, back orders or damaged goods). The Receiver enters HokieMart and electronically receives the goods or services.

System Requirements

HokieMart is a web-based product and is used in conjunction with the Internet. Users may access HokieMart from either a PC or Mac.

The following browsers are currently supported by Jaggaer for use of HokieMart:

Platform	Browser Support
Windows	Internet Explorer (IE) – Only Version 11* Edge – latest version with Windows 10 Chrome – latest version – automatically updated in Google Firefox – latest version – automatically updated by Mozilla
Macintosh	Safari 4.0 and higher Firefox – latest version – automatically updated by Mozilla
iPad	Safari – embedded browser within the iPad

* Previous versions of Internet Explorer are no longer supported. Users will be redirected to a page displaying recommended browsers.

Please note: iPad is supported by Jaggaer, however, not all Supplier punch-out sites will support the use of this device. Additionally, although Safari is supported by Jaggaer, not all Supplier punchout sites will support this browser.



Navigation

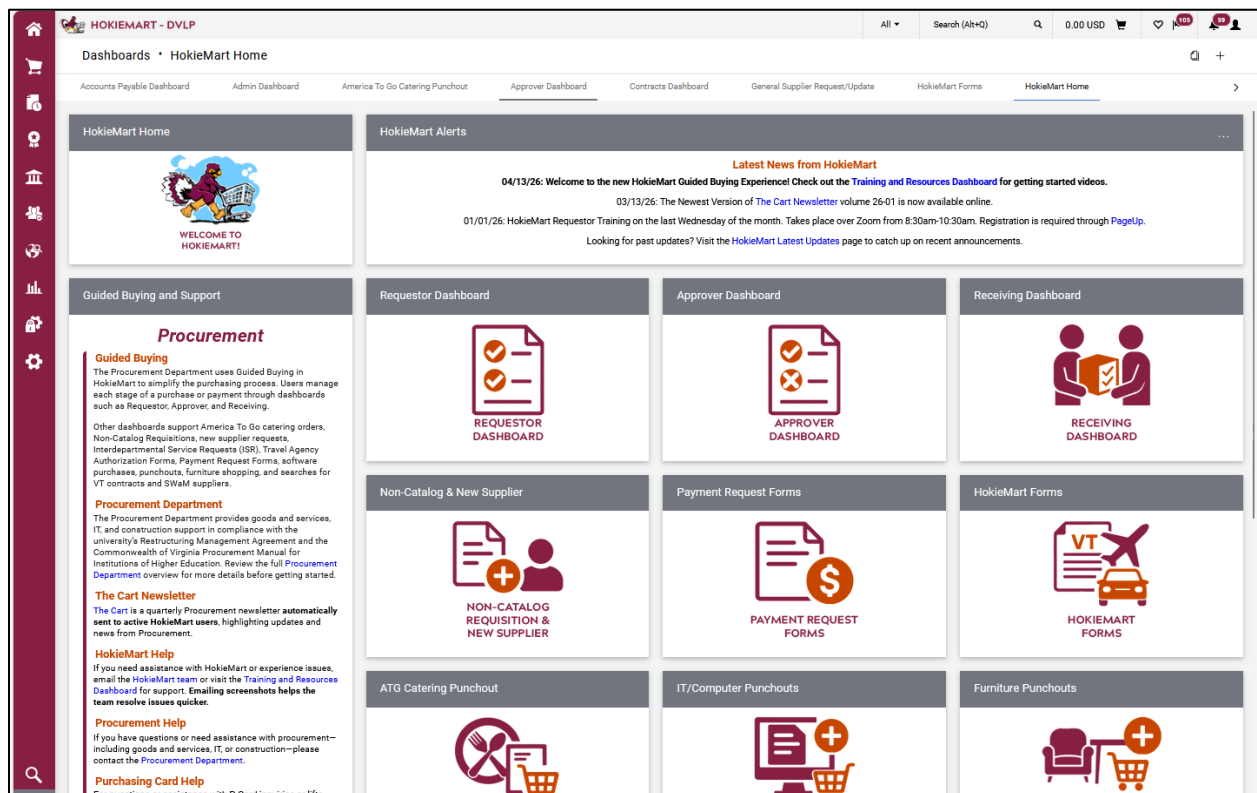
The HokieMart system uses a guided buying experience, meaning the layout is built using dashboards designed to guide users through different transactions with minimal assistance needed.

On the left side of the page, you'll see a collection of helpful resources provided by Procurement and the Controller's Office. These sections include guidance, policies, and other support materials that apply to the specific dashboard you're viewing. These resources will remain visible across the dashboards so that help and documentation are always easy to access.

At the top of the page, you'll find the News and Announcements section across each dashboard. This area will display important system updates, reminders, or announcements that users should be aware of when working in HokieMart.

On the right side of the screen, the tiles act as quick navigation that take you directly to the various dashboards throughout the system. If you prefer, all dashboards can also be accessed using the navigation bar at the top of the page.

These navigation options make it easier for users to move between different areas of HokieMart depending on what task they need to complete.





Approver Dashboard

The Approver dashboard is designed for individuals who are responsible for approving transactions in HokieMart. The main purpose of this page is to show items that are currently waiting for approval. Approvers can quickly identify requisitions or invoices that require their review so they can take action without having to search through the system.

The searches saved on this page provide broader department or organization-level overviews of purchase orders, invoices, and orders that need receipts. This helps approvers monitor procurement activity across their units and stay informed about transactions moving through the workflow.

The screenshot shows the HokieMart Approver Dashboard. At the top, there is a navigation bar with the HokieMart logo, user information, and search options. Below the navigation bar, there are several sections:


- HokieMart Alerts:** A section with a "Latest News from HokieMart" header. It contains three news items with dates and brief descriptions.
- Guidance and Policies:** A section titled "Procurement" with sub-sections: "HokieMart Approver Guide", "Approver Role in HokieMart", "Importance of Reviewing as Approver", "Department Delegation", and "Goods and Services Purchasing".
- My Action Items:** A section with a warning icon and a list of items with counts: "MY ASSIGNED APPROVALS" (Requisitions To Approve: 8, Sourcing Event Evaluations: 9), "UNASSIGNED APPROVALS" (Requisitions: 63, Invoices: 3, Contract Request Approvals: 1, Procurement Request Approvals: 11, Supplier Request Approvals: 1), and "ORDERS" (My Returned Requisitions: 9).
- My Pending Approvals:** A section with a warning icon and a table of pending approvals. The table has columns for TYPE, DETAILS, FOLDER NAME, and DAYS IN FOLDER. It shows several rows of data, including Supplier Requests, Procurement Requests, and Contract Requests.

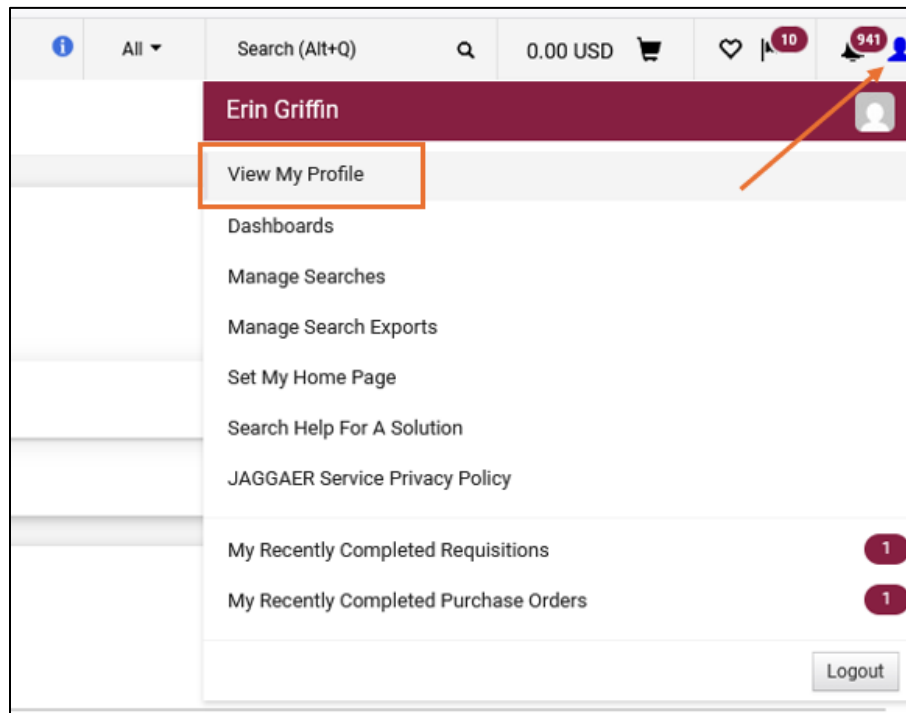
User Profile Notification Preferences

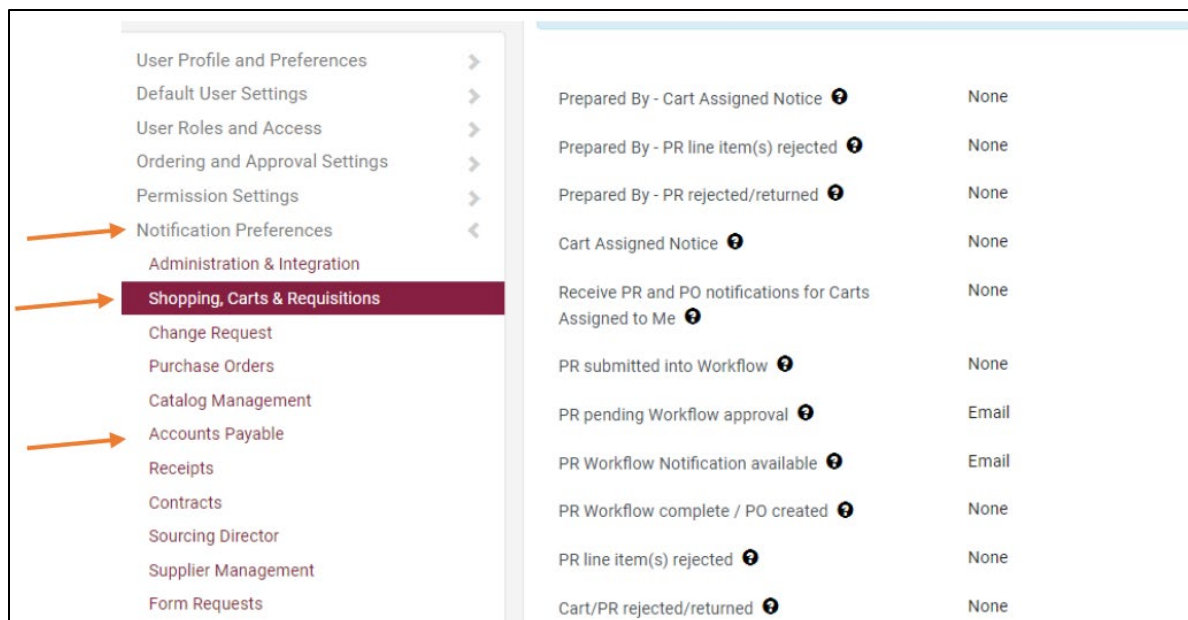
Each HokieMart Approver will have a personalized profile which must be created prior to performing HokieMart functions. Your profile is created by General Accounting when you submit your HokieMart Access Request form.

Email Preferences

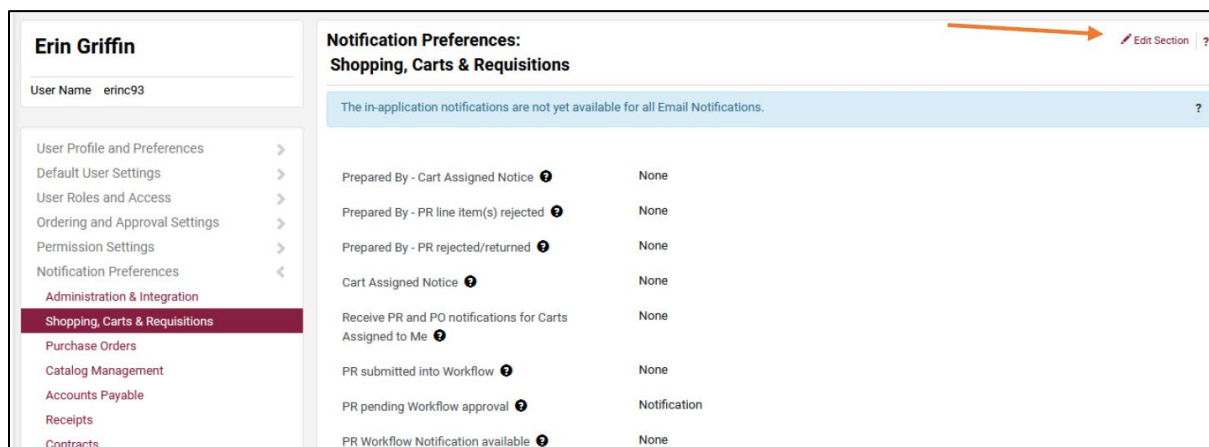
When a Requisition or Invoice is submitted in HokieMart and awaiting approval, emails can be automatically generated to notify Approvers. By default, certain email notification boxes will be checked. Approvers may choose to check additional email notification boxes to increase the level of individual notification. By placing the cursor over the description, a brief definition will be displayed to assist users in making a decision.

- Select the silhouette icon 
- Then select “View My Profile”
- Navigate to the notification preferences section





The notification preferences are categorized by type. Approvers should turn on notifications under the **Shopping, Carts & Requisitions** section, as well as the **Accounts Payable** section. Select the type (for example, Shopping, Carts & Requisitions) and select the text **edit section**.



In the edit section, select the type of notification you would like to modify from the drop-down (none, email, notification, or email & notification).

- **None** – no notifications are delivered by the system
- **Email** – the system will send an email to your Virginia Tech email address
- **Notification** – will add a notification to the Notifications Menu on the top of the HokieMart page
- **Email & Notification** – will do both listed above (recommended).
-

For requisition notifications, we recommend turning on the **PR pending Workflow Approval** email & notification in the Shopping, Carts & Requisitions section. For invoice notifications, we recommend turning on the **Invoice pending Workflow approval** email and notification in the Accounts Payable section.

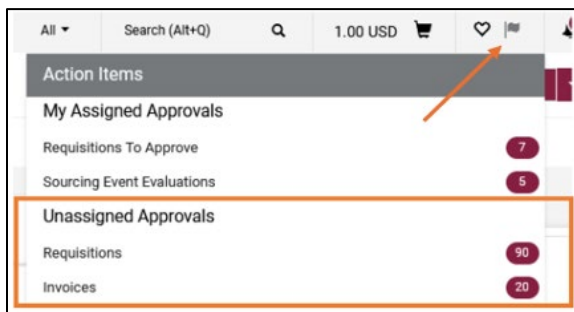
Document Approval Actions

As an Approver, you have the responsibility to review and verify the data on the requisition or invoice. The Approver is responsible for ensuring that purchases are appropriate university expenditures and are following applicable procurement and university policies and procedures.

As part of the review process, several actions may be taken, outlined in the sections below.

Managing Documents Awaiting Approval and Assigning the Document

Approvers can work their approvals on a notification basis, or they can view all documents needing their approval in a queue. From the home page of HokieMart select the flag icon for action items.



Select the category of document, either Requisitions or Invoices, that you wish to approve. This will bring up your queue of requisitions or invoices awaiting your approval. If you have any documents that you have already assigned to yourself, you will see those listed as well.

Select the requisition or invoice number that you wish to review.

<input type="checkbox"/>	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PI
<input type="checkbox"/>	3642050	Cell Signaling Technology Inc	Not Assigned	1
	Requisition Name	Cell Signaling - 3 line address	Folders	141
	No. of line items	1		
<input type="checkbox"/>	3625271	MWI Animal Health	Not Assigned	11
	Requisition Name	New UX Forms update	Folders	160
	No. of line items	1		

The document will open for your review.



HOKIEMART - DVLP | All | Search (Alt+Q) | 0.00 USD | 106 | 59

Requisition • 4457375 | Assign & Further Actions

Summary | Comments | Attachments | History

General	Shipping	Billing
Status Pending Procurement Approval	Ship To Contact Name Erin Griffin Phone +1 540-231-9028 Email erinc93@vt.edu Procurement Department North End Center Ste 2100 300 Turner St NW Blacksburg, VA 24061 United States	Bill To Accounts Payable Email to: vtinvoices@vt.edu Or Mail To: North End Center Suite 3300 300 Turner Street NW Mail Code 0312 Blacksburg, VA 24061 United States
Submitted 1/22/2026 1:54 PM	Delivery Options Ship Via Best Carrier-Best Way Notify AP-Prepayment <input checked="" type="checkbox"/>	
Cart Name 2026-01-22 erinc93 01	Send to Supplier? User Will Deliver Requisitioner must deliver PO to supplier	
Priority Normal		
Leave date no value blank unless next fiscal year order (then enter 07/01/2024)		
Prepared by Erin Griffin		
Prepared for Erin Griffin		
Work Order Number N/A		

Summary

Total (2,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	2,000.00
	2,000.00

What's next?

Workflow

Show skipped steps

Submitted
1/22/2026 1:54 PM
Submitted - 1/22/2026 1:54 PM · Erin Griffin

Budget Auth
Approved - 1/22/2026 1:54 PM · System

Select **Assign & Further Actions** on the top right-hand corner of requisition or invoice you wish to review. This will assign the requisition into your personal approval queue. This is important especially for departments with multiple approvers to prevent duplicate reviews.

Reviewing a Document for Approval

Approvers are responsible for reviewing requisitions and invoices to ensure the appropriateness of organizational funding, correct account codes, and accurate shipping information for department purchases of goods and services. Approvers should also verify that the purchase or payment is in adherence to appropriate policies and procedures. By approving a requisition or invoice, the Approver confirms the validity of the purchase.

Throughout the document, select the pencil icon to make any edits. The Approver can also choose to reject an invoice document or send a requisition back to the Requestor for appropriate edits.

The document cannot proceed through the remaining workflow process until the review is complete and the document is approved. The areas on a requisition that can be edited are in the sections that follow.

General Information

In this section of the review, Approvers can update the following fields of General information:



Cart Name: The system will automatically assign a name for the Cart unless users choose a unique name to describe the purchase.

Priority: Approvers can modify the **priority** of the order. This should be left at **normal** unless the PO is above department delegation and a time-sensitive or urgent purchase.

Accounting Date: This field should be left blank unless you wish to use funds from a future fiscal year. If using funds from the next fiscal year, enter 07/01/ and the year.

Service Now No: Ensure the approved RITM number is recorded here if this transaction is for a software approved through the [Low Cost, Low Risk](#) program.

Incremental Payments: This field should be checked if cost receipts will be performed to make payments on this purchase, or if there will be any prepayments.

General 	
Status	 Pending Procurement Approval
Submitted	1/22/2026 1:54 PM
Cart Name	2026-01-22 erinc93 01
Priority	Normal
Leave date blank unless next fiscal year order (then enter 07/01/2024)	no value
Prepared by	Erin Griffin
Prepared for	Erin Griffin
Work Order Number	N/A N/A
Service Now No.	no value
Will this PO require incremental payments (i.e. cost receiving)?	<input checked="" type="checkbox"/>



Shipping Information

The **Ship To** address is the location where goods will be delivered. The Approver should review the address and ensure it has the appropriate contact information and that the address is correct. To edit this section, select the pencil icon in the Shipping section.

Notify AP-Prepayment is used if the purchase requires a prepayment. If this field is checked off, the Approver must also verify that the **Incremental Payments** field is also checked off in the General Section.

The **Send to Supplier** field indicates whether HokieMart will automatically send the purchase order to the vendor after the requisition completes the approval workflow.

- **HokieMart Will Deliver** means the system will send the purchase order to the supplier.
- **User Will Deliver** means the system will not send the purchase order, and the user is responsible for providing it to the supplier if needed.

Shipping  

Ship To

Contact Name Erin Griffin
 Phone +1 540-231-9028
 Email erinc93@vt.edu
 Procurement Department
 North End Center Ste 2100
 300 Turner St NW
 Blacksburg, VA 24061
 United States

Delivery Options

Ship Via	Best Carrier-Best Way
Notify AP-Prepayment	✗
Send to Supplier?	User Will Deliver Requisitioner must deliver PO to supplier



Billing Address

The Billing Address section contains the address to Accounts Payable in the Controller's Office. This address should not be edited.

Funding

The Approver should review the funding information closely to ensure accurate fund, org, and account codes are being used.

Funding							
Chart	Fund	OrgWF1	Account	UGType	Location	Activity	VTF Donor Intent Review
U University Chart	121715 Procurement Operation	047000 Procurement	12610 Architectural and Engineering	NA Not Applicable	no value	no value	N/A VTF Approval not Required

To edit the funding information, select the pencil icon.

To change the fund or account code, Approvers can delete data in either field and type in the correct fund or account code. The Approver must then select the correct number that populates in a drop down beneath the appropriate field. The system will automatically update the OrgWF1 field with the associated org number if the fund is changed. After the updates are made, select **Save** to apply changes.

A comprehensive list of university account codes are available on the [Office of the University Controller's website](#).

Internal and External Notes

Internal notes and attachments are a way to keep records and applicable information associated with a purchase. For example, Requestors may attach an attendee list for a catering order in the internal attachments for Accounts Payable to review. External notes and attachments contain information and



supporting documents that will be sent to the supplier or will display on the purchase order document for the supplier to review. Approvers should verify accuracy and content of the information in these sections prior to approving.

Internal Notes and Attachments	External Notes and Attachments
Internal Note <i>no value</i>	Note to all Suppliers <i>no value</i>
Internal Attachments Add	Attachments for all suppliers Add
Slack+order+form+Mar+2026.pdf	
Copy of PIDs+for+Slack+2026.xlsx	

Line-Item Details

The last section on a requisition document displays the line-item details of the purchase. Approvers should review accuracy of the information entered here and verify that the purchase is appropriate use of funding and compliant with state and university policies and procedures.

VT Departmental Software · 2 Items · 50.00 USD ☐

^ **SUPPLIER DETAILS** Order Address 1 : 3220 Torgersen Hall, Blacksburg, Virginia 24061 United States

Contract *no value* PO Number To Be Assigned

Line	Item	Catalog No.	Size/ Packaging	Unit Price	Quantity	Ext. Price	
1	Slack License renewals for Cheri Meador and Brittney Whittaker through March 19, 2027.	ISR	EA	25.00	Qty: 2 EA	50.00	... ☐

^ **ITEM DETAILS** ✎

Contract: *no value* Internal Note *no value*


Internal Attachments [Add](#)

Attachments for supplier [Add](#)


Future Approvals

Approvers can view additional future approvals needed on the workflow on the right-hand side of the requisition document. Select the workflow step to view more details on the list of approvers who can review and approve that step.


Summary →

- 


Budget Auth ...

● Approved · 4/7/2026 2:33 PM · System
- 


Org Approval 1 ...

● Pending · Unassigned
- 


Org Approval 2 ...

Future
- 


Account Review ...

Future
- 

Procurement Approval ...

Future
- 

Budget Auth_2 ...

Future
- 

Create PO ...

Future

Reviewing an Invoice

Similar to Requisitions, the Approver should review all invoices in their queue for appropriateness of organizational funding and correct account codes for the transaction. Approvers should also ensure timeliness of payment by providing a quality control review of the date the invoice was received by the department and the date the invoice was submitted as a Payment Request in HokieMart.

Approvers should also verify that the purchase or payment is in adherence to appropriate policies and procedures. By approving a requisition or invoice, the Approver confirms the validity of the payment.

Invoices needing approval are those that are generated by a Payment Request Form. These are forms designed to process a payment for pre-established transaction types, called Procurement Exemptions. For more detailed information on Payment Request Forms, please view the Payment Forms User Guide.

The invoice approval process mirrors the purchase requisition approval workflow process. In order to maintain appropriate internal control, the approver must be different than the requestor. The Controller’s Office conducts a quarterly review to ensure compliance.

Once assigned, the Approver must review and, if applicable, edit the document. The document cannot proceed through the workflow process until the review is done. An explanation of the information available on an invoice document is outlined below.

General Section

The General Section on invoices is broken into three subsections: Invoice Information, General Information, and Dates Information.

Invoice Information contains information such as the supplier, the supplier’s invoice number, and our internal HokieMart invoice number.

The Invoice number always starts with an E and ends with a D. This is the number users can use to pull up the invoice in the HokieMart and Banner systems.

General	
Invoice Information	
Invoice Type	Invoice
Pay Status	In Process
Invoice Number	E900370D
Supplier Invoice No.	V7X221234
Supplier Name	UPS



The General Information is the next subsection.

This subsection tells the Approver information such as the Requestor who entered the invoice (Invoice Owner), the source of the invoice, and the payment terms of the supplier.

Additionally, this section has information that the Requestor entered on the Payment Request Form. The Approver should review the Customer Account Number, Authorized Payment Category, and Enclosure if applicable.

General Information	
Invoice Name	Non-PO Payment Request
Invoiced By	Erin Griffin
Match Status	Unmatched
Invoice Owner	Erin Griffin
Invoice Source	Form Request
Terms	Net 30 (0% 0, Net 30)
Contains substituted item(s)	✗
Terms Discount	0.00 USD
Customer Account Number	V7X221
Authorized Payment Category	C1 Freight – Outbound Heavy Haul
Enclosure	no value

The final subsection under the General Section is the Dates Information.

This subsection provides dates such as the date the invoice was received by the department and the due date calculated based on the payment terms.

Approvers should review the Invoice Received Date to verify that the invoice was submitted into HokieMart for payment promptly upon receipt from the vendor.

Dates Information	
Accounting Date	6/12/2024
Invoice Date	6/8/2024
Discount Date	no value
Due Date	7/8/2024
Invoice Received Date (mm/dd/yyyy)	06/08/2024
Service Start Date (mm/dd/yyyy)	no value
Service End Date/ Goods Receipt Date (mm/dd/yyyy)	06/08/2024



Notes and Attachments

The Note and Attachments section displays the invoice and any payment backup information that the Requisitioner attached on the Payment Request Form.

Note/Attachments	
External Note	no value
Internal Note	no value
External Attachments	
Internal Attachments	Date
↓ UPS 221234	6/12/2024

Payment Information

Once an e-invoice routes for approval and is completed, the document will integrate with Banner Finance.

The Payment Information section on each e-invoice in HokieMart will show payment information once a disbursement is made in Banner Finance.

Payment Information	
F.O.B.	Destination-FRT Included in Cost
Payment Method	Unknown
Payment Record No.	no value
Payment Record Date	no value

Codes Section

Funding information will display under the Codes Section. Approvers should thoroughly review this information to ensure appropriate funding and account codes are applied to this payment.

Codes						
LINE						
Chart	Fund	OrgWF1	Account	UGType	Location	Activity
U University Chart	121715 Procurement Operation	047000 Procurement	12130 Messenger Services	NA Not Applicable	no value	no value

Line-Item Details

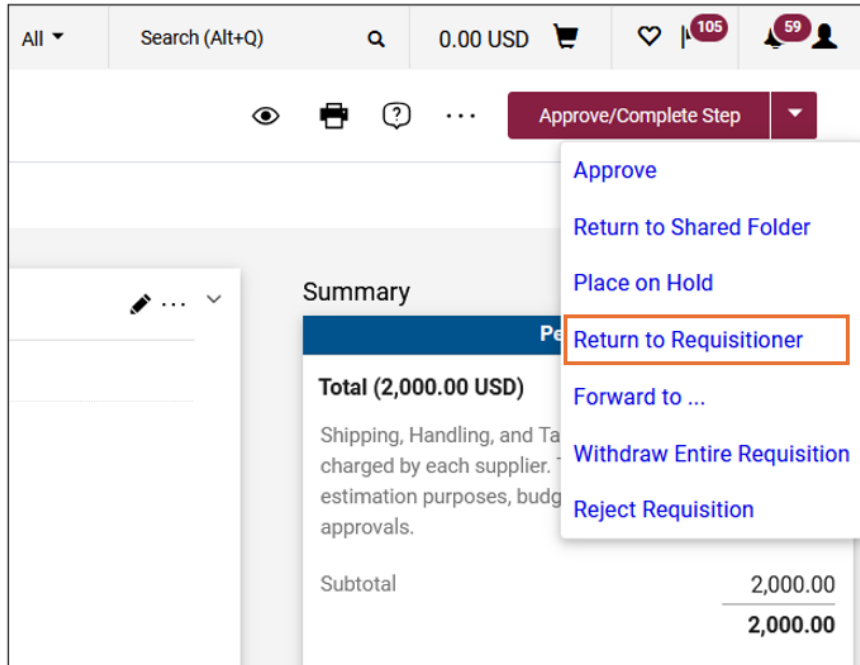
The last section on an invoice document displays the line-item details of the payment. Approvers should review accuracy of the information entered here and verify that the payment is appropriate use of funding and compliant with state and university policies and procedures.

1 Line							
<No PO Number>							
Status	PO Line	Item	Catalog No.	Size/ Packaging	Unit Price	Quantity	Ext. Price
1		Payment for invoice V7X221234, account V7X221, dated 6/8/24. Charges for shipment of equipment to Jin-Hee Cho in Falls Church, VA. Check Request: Non-PO Payment Request		EA	10.38	Qty: 1 EA	10.38

Returning a Document

As an Approver there may be times that you will need to return the requisition back to the requisitioner to make changes. Please note, the return function is only available on a Requisition Document and is not an action that can be taken on an Invoice awaiting approval. Invoices that must be corrected by the Requestor should be rejected and entered again on the Payment Request Forms.

From the drop-down action items menu on the right-hand corner of the document, select the down arrow to view the options and then select **Return to Requisitioner**.



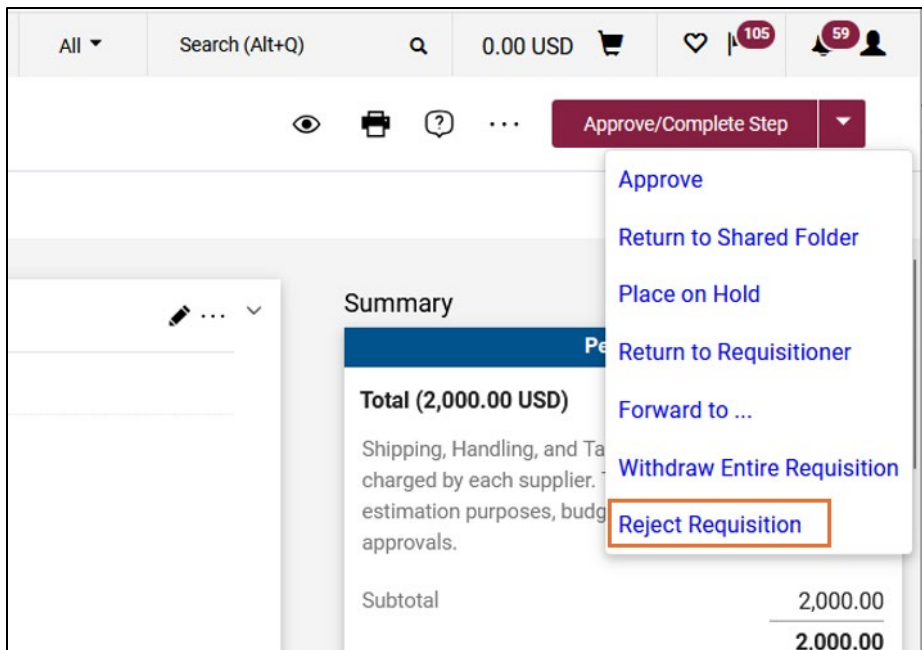
Please note, the requisition must be assigned to the Approver to have this action as an option.

Returning a requisition will allow the Approver to include a comment explaining why the requisition is being returned.

Rejecting a Document

Approvers have the option to reject a requisition or invoice entirely. However, the document will no longer be salvageable to the requisitioner, and it will remain permanently rejected. This means that if re-entry is needed to ensure a purchase order is issued or a payment is completed, the Requisitioner will need to re-enter the requisition or Payment Request Form from scratch.

From the drop-down action items menu on the right-hand corner of the document, select the down arrow to view the options and then select **Reject Requisition**.



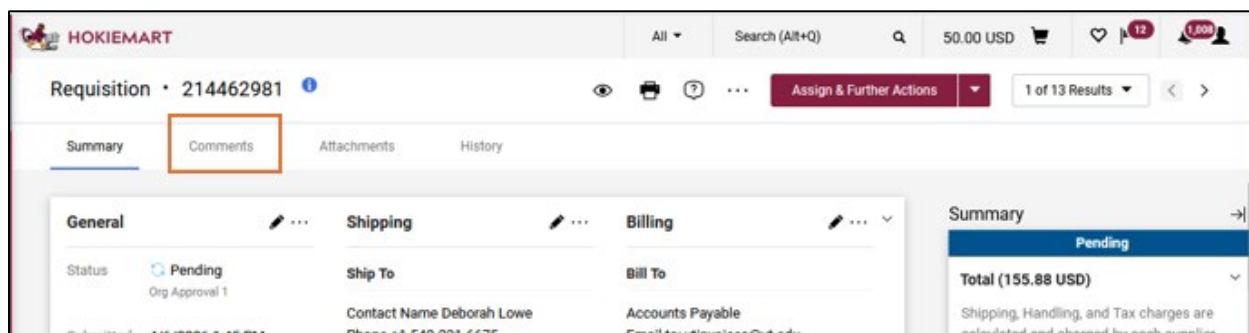
A comment box will open which allows the Approver to add specific notes about the rejection. The note can be seen in the PO history.

Adding a Comment

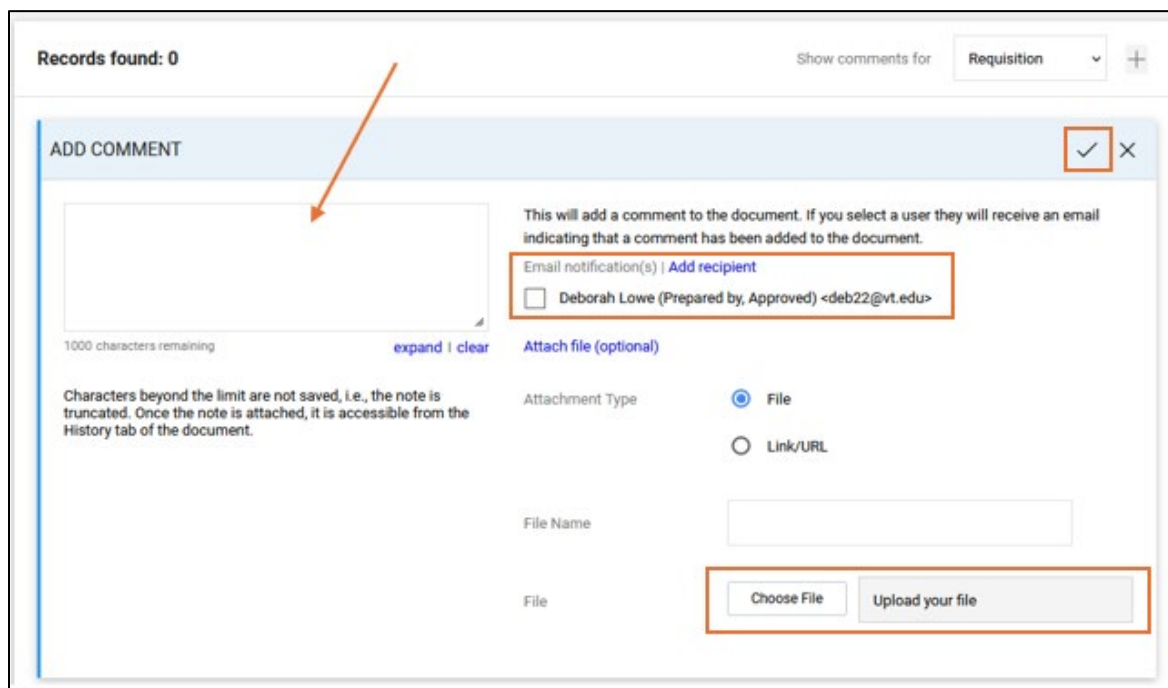
Approvers can add comments to a Requisition, Invoice, or Purchase Order. In addition, a comment may be sent to other HokieMart users. If designated, notification of a comment will be sent via email to the designated recipients. Examples of situations where a comment might be useful are:

- To notify a HokieMart user to submit a receipt
- To ask a clarifying question about an order
- To add internal information or an attachment to a transaction after the document has completed workflow

To add a comment, select the **Comments** tab.



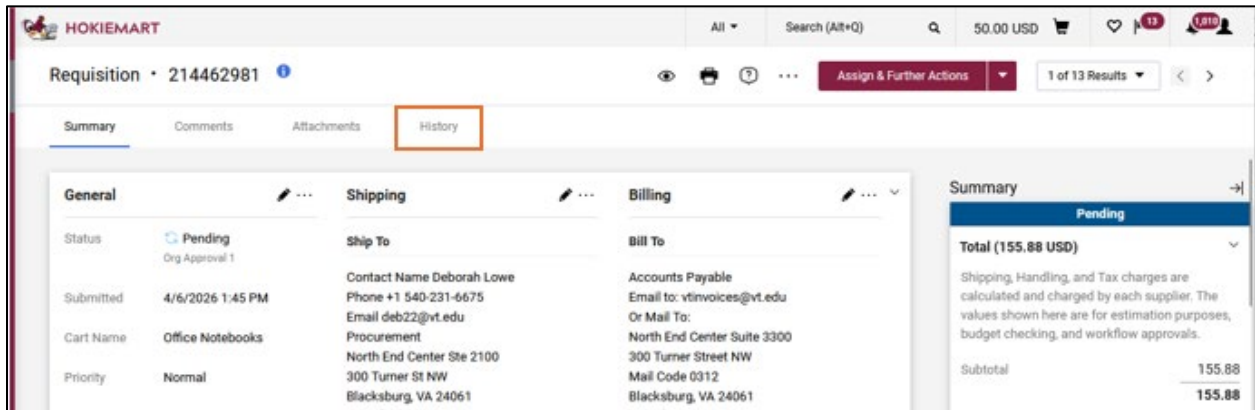
To add a new comment, select the **plus** symbol. In the comment box, type in your comment. To send your comment via email to another HokieMart user, select **Add Recipient** or select one of the recipients already listed. Approvers can also add attachments to their comments. Any attachments added to the comment will appear as internal attachments on the document.



To post the comment to the document, select the **check mark** symbol. The comment will become a permanent part of the document. Please note, comments cannot be deleted or edited once posted to the document. Anyone with access to view this document in HokieMart can see the comments.

Viewing Document History

Each document has a History tab that provides the entire history of the document process from creation and the individual actions that have taken place on the transaction. An Approver can view the approval steps and any history pertaining to the document by selecting the History tab.



The screenshot shows the HokieMart interface for a requisition with ID 214462981. The 'History' tab is highlighted in the top navigation bar. The main content area is divided into three columns: General, Shipping, and Billing. The General column shows the status as 'Pending' with 'Org Approval 1' and a submission date of 4/6/2026 1:45 PM. The Shipping column lists the contact as Deborah Lowe at Blacksburg, VA. The Billing column lists the accounts payable department at Blacksburg, VA. A summary panel on the right shows a total of 155.88 USD.

General	Shipping	Billing
Status Pending <small>Org Approval 1</small>	Ship To Contact Name Deborah Lowe Phone +1 540-231-6675 Email deb22@vt.edu Procurement North End Center Ste 2100 300 Turner St NW Blacksburg, VA 24061	Bill To Accounts Payable Email to: vtinvoices@vt.edu Or Mail To: North End Center Suite 3300 300 Turner Street NW Mail Code 0312 Blacksburg, VA 24061

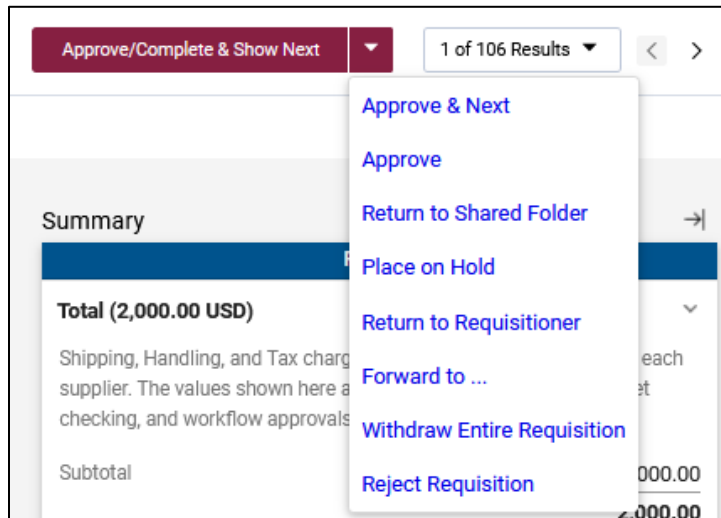
Summary	
Pending	
Total (155.88 USD)	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.	
Subtotal	155.88
	155.88



Other Actions

Approvers have a few other actions they can take on documents they are reviewing. Select the down arrow on the top right-hand corner of the document to view additional actions.

Approvers must assign the document to themselves to view the additional actions available.



- **Approve & Next** approves the document and takes the Approver to the next document needing review in their queue.
- **Approve** will approve the document currently being viewed.
- **Return to Shared Folder** will unassign the document from that approver and puts the document back in a Shared Folder for other approvers to assign and review.
- **Return to Requisitioner** returns the requisition back to the user who entered it. The Requisitioner can then make edits and resubmit. This is only available on Requisition documents.
- **Reject Requisition** returns the requisition back to the user who entered it in a rejected status. No changes can be made to the document, and it cannot be resubmitted.

General Contact Information

- **Procurement**
For questions concerning requisitions and purchase orders, encumbrances, contracts, or supplier information:
Email: HokieMart@vt.edu
- **Accounts Payable**
For questions about invoice payments, receiving, or payment request forms:
Email: acctpay@vt.edu
- **Fixed Assets**
For questions about fixed assets:
Email: VTFixedAssets@VT.edu
- **General Accounting**
For questions about HokieMart access, funding, or Banner Finance Reports:
Email: genactg@vt.edu

Other Helpful Resources

- [What Do I Need To Know About Procurement at Virginia Tech?](#)
Learn about procurement in higher education, specific to Virginia Tech. Any new user with fiscal or procurement-related responsibilities should be familiar with the appropriate policies and procedures regarding purchasing at Virginia Tech.
- [The Cart: HokieMart Newsletter](#)
The procurement department's newsletter provides helpful information and updates about purchasing and the HokieMart system. All users with access to HokieMart will automatically be added to the distribution list.
- [Signature Policy](#)
Approvers should know what types of documents are appropriate for them to sign and how specific delegations and thresholds are defined.