

Appliances - Refrigerators and Microwaves

Appliances such as refrigerators and microwaves cannot be purchased with state funds solely for the benefit of staff. Refrigerators and microwaves can be purchased with university funds only when being installed in central breakrooms.

Note: Small appliances for employee use are not allowable under acceptable use of fund guidance found according to [Virginia Tech Procedure 20310](#).

Refrigerators

Refrigerators for lab use or for Dining Services need additional approval from [Environmental Health and Safety](#).

HokieMart will automatically route requisitions through the approval process when the correct [Administrative Account Code](#) is used.

Microwaves

High output microwave units for labs need additional approval from [Environmental Health and Safety](#).

HokieMart will automatically route requisitions through the approval process when the correct [Administrative Account Code](#) is used.

For more information, contact [Procurement](#), 540-231-6221, or [the HokieMart help desk](#).