

Express Shipping (Outbound)

For departments needing to arrange for express outbound shipments, departments can utilize contracts with UPS and FedEx for express delivery services. Contact Procurement buyer [Kim Widrig](#), 540-231-8543.

Purchase Process

Invoices for express shipping should be entered into HokieMart using the Non PO (Non Purchase Order) Payment Request Form using the pay category C1 – Freight-Outbound Heavy Haul. C1 purchases are limited to purchases less than \$200,000 in total value. Please reference the [Non PO pay categories](#) for a more comprehensive listing of exceptions.

[Step by step instructions](#) on entering a Payment Request Form in HokieMart have been written by the Controller's Office.

If a vendor requires a purchase order for this transaction, or the total cost exceeds the \$200,000 limit, the non-catalog form should be used to generate a requisition, rather than using the Non-PO Payment Request Form.

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