How Do I Buy or Handle…

*Agricultural Supplies and Services*

**Description of Purchase Process:**

Miscellaneous agricultural supplies and services (except for animals). If you will be making several small purchases over a period of time, a contract order may be appropriate.

**Orders can be processed as follows:**

1. Orders falling under department delegation (up to and including $10,000) should be keyed to HokieMart to generate a requisition and purchase order that will be sent electronically to your selected vendor. P-cards should only be used when a vendor doesn’t accept a purchase order.

2. Requests over $10,000 must be ordered by the procurement department through HokieMart. Requisitions that are less than $10,000 require one written quote.

3. For requests for $10,000 or more, contact the buyer for instructions. Large orders may require written bid requests with detailed specifications prepared by Procurement.

**For more information contact:**

- Procurement 540-231-6221
- Or hokiemart@vt.edu