

## How Do I Buy...

### *Agricultural Supplies and Services*

#### **Buyer Contact Information:**

[Mary Seyler](#)

#### **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 of \$2,000 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 \$2,000 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 Services.