How Do I Buy or Handle…

Agricultural Supplies and Services

Description of Purchase Process:

Miscellaneous agricultural supplies and services (except for animals) can be purchased from your selected vendor if within departmental delegation. 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 under department delegation (up to and including $10,000) should be entered into HokieMart to generate a requisition. A purchase order 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 will be routed to 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

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