

## 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 in to 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](mailto:hokiemart@vt.edu)