

## How Do I Buy...

### *Appliances*

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

[Trisha Wilson](#)

#### **Description:**

##### Refrigerators:

HokieMart requisitions with refrigerators must be routed through to EHS, Environmental Health and Safety for their approval. The approval is handled automatically through HokieMart workflow if the correct account code is used.

The applicable account codes are found in the HokieMart Requestors Manual under "Miscellaneous Information, Account Codes for Administrative Approval"

[https://procurement.vt.edu/content/dam/procurement\\_vt\\_edu/hokiemart/userguides/requestor.pdf](https://procurement.vt.edu/content/dam/procurement_vt_edu/hokiemart/userguides/requestor.pdf).

**Appliances such as refrigerators and microwaves cannot be purchased with state funds solely for the benefit of staff.**

##### All other appliances:

Follow procurement protocols.