

How Do I Buy or Handle...

Appliances (Refrigerators and Microwaves)

Description:

Appliances such as refrigerators and microwaves cannot be purchased with state funds solely for the benefit of staff. Refrigerators and microwaves can be purchased with university funds ONLY when being installed in central breakrooms.

PLEASE NOTE: Small appliances for employee use are not allowable under acceptable use of fund guidance found within the Controllers policy on [Invoice Payment Procedure](#).

Refrigerators:

Refrigerators for lab use or for Dining Services need additional approval from [Environmental Health and Safety](#) (EHS).

HokieMart will automatically route requisitions through the approval process when the correct account code is used. The applicable account codes are found on the Procurement website on the HokieMart and Training Reference Materials page under Additional Information, [Account Codes used for Administrative Approvals](#).

Microwaves:

High output microwave units for labs need additional approval from [Environmental Health and Safety](#) (EHS).

HokieMart will automatically route requisitions through the approval process when the correct account code is used. The applicable account codes are found on the Procurement website on the HokieMart and Training Reference Materials page under Additional Information, [Account Codes used for Administrative Approvals](#).

For more information contact:

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