How Do I Buy or Handle…

**Educational and Classroom Supplies**

**Description:**
Classroom and education supplies can range from models and robotics kits to science kits or any other teaching aid. Classroom and education supplies would be purchased through the University Bookstore if the items are available there.

If items are not available at this source and you need help finding one, contact Procurement Services for source information. Procurement services has catalogs and contacts for several vendors with a multitude of products.

Follow procurement guidelines for amounts over $10,000. Submit quote with non-catalog HokieMart requisitions for processing.

**For more information contact:**
- Procurement 540-231-6221
- Or hokiemart@vt.edu