How Do I Buy or Handle…

*Feed and Bedding for Agricultural Livestock*

**Description:**

Purchases of feed and miscellaneous feed items may be ordered as follows:

1. Orders falling under department delegation of $10,000 should be keyed to HokieMart to generate a requisition and purchase order that 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 must be ordered by the procurement department through HokieMart. Requisitions for feed supplies that are less than $10,000 require one written quote.

3. For requests valued at $10,000 or more, contact the buyer for instructions.

**For more information contact:**

- Procurement 540-231-6221
- Or [hokiemart@vt.edu](mailto:hokiemart@vt.edu)