

## How Do I Buy...

### *Feed and Bedding for Agricultural Livestock*

**Buyer Contact Information:**

[Mary Seyler](#)

**Description:**

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

1. Orders falling under department delegation of \$2000 should be keyed to HokieMart to generate a requisition and purchase order that will be sent electronically to your selected vendor. Pcards should only be used when a vendor doesn't accept a purchase order.
2. Requests over \$2000 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.