

How Do I Buy...

Flooring

Buyer Contact Information:

[Mary Seyler](#)

Description:

In accordance with [Policy 5405](#), all flooring replacement including carpet, epoxy, vinyl tile, etc. must go through the renovations work order process. Departments are not authorized to purchase flooring directly through procurement.

After consulting with the end user, [the renovations department](#) will initiate the order with procurement.

Contact VTRepair Customer Service:

vtrepair@vt.edu

540-231-4300

Facilities Oversight Procedure

To assure that the necessary building alterations/requirements will be in place when your equipment or services arrive, submit a HokieMart Interdepartmental Service Request (ISR) in HokieMart as soon as possible.

- a. Choose VT Facilities Services from the drop-down menu
- b. Enter the cost as \$1.00
- c. Explain your new equipment purchase, any special needs, expected location and anticipated delivery date
- d. Attach a copy of the quotation and purchase order
- e. Share the Pre-Installation Guide, if available, from the vendor