

## How Do I Buy...

### *Furniture*

#### **Buyer Contact Information:**

[Mary Seyler](#)

#### **Commonwealth of Virginia Preferred Furniture Vendor:**

[Virginia Correctional Enterprises \(VCE\)](#)

#### **Description of Purchase Process:**

##### **Furniture (VCE)**

Virginia Correctional Enterprises (VCE) has a right of first refusal to provide furniture products to the university. If VCE does not manufacture the goods required and grants an exemption, the purchase may be made from a commercial source.

Use the Hokie Mart Virginia Correctional Enterprises punch-out catalog to place your order. If the items required are not found through the Hokie Mart punch-out catalog, contact the VCE sales representative.

#### **Glenn Walthall Contact Information:**

*Office:* (540) 265-3150

*Mobile:* (804) 510-9167

*Email:* glenn.walthall@vadoc.virginia.gov

Written releases are required for transactions valued at five thousand dollars (\$5,000) and above. The release allows for purchase from commercial vendors and are granted if VCE has nothing compatible with the requirement or cannot meet the required delivery. **VCE will not grant a release after a purchase has been made.**

Click [here](#) to download the VCE release request form and instructions for submission.

#### **To use another vendor:**

If VCE does not manufacture the goods required and grants an exemption, the purchase may be made from a commercial source. Contact the buyer for more information about contracted commercial vendors.