

How Do I Buy...

Heavy Equipment Rental

Buyer Contact Information:

[Mary Seyler](#)

Description:

The rental of large agricultural and construction equipment should be directed through Procurement Services. Any rental agreement must be approved by procurement prior to purchase.

Procurement Services will review the agreement provided by the rental vendor. This agreement should include a description of the equipment, value, term of rental period, condition, and who is responsible for insuring the equipment.

Orders will be processed 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 that are less than \$10,000 require one written quote.
3. For requests for \$10,000 or more, contact the buyer for instructions.