How Do I Buy or Handle…

*Machinery and Fabrication Services*

Current Virginia Tech Contract Vendor(s):

Please refer to [VT contracts](#) for a list of vendors

Orders can be processed as follows:

1. Orders falling under department delegation of $10,000 or less 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 that are less than $10,000 require one written quote.

3. For requests for $10,000 or more, contact the buyer for instructions. Large orders may require written bid requests with detailed specifications prepared by the Procurement Department.

For more information contact:

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