

How Do I Buy...

Machinery and Fabrication Services

Buyer Contact Information:

[Reed Nagel](#)

Current Virginia Tech Contract Vendor(s):

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

Description:

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.

Individual machines costing \$2,000 or more are considered "equipment" and therefore require a HokieMart requisition with appropriate approvals to be sent to Procurement Services along with a written or fax quotation.

Follow the guidance contained on the Procurement website regarding the number of quotes and the procurement process to follow based upon the value. (\$50K sealed bid, etc.)