

## How Do I Buy...

### *Microwave Ovens for Department Use*

**Buyer Contact Information:**

[Trisha Wilson](#)

**Description:**

Refrigerators and microwaves can be purchased with university funds ONLY when being installed in central breakrooms.

PLEASE NOTE: other small appliances for employee use are not allowable under acceptable use of fund guidance found within the Controllers policy on Invoice Payment Procedure:

[http://www.controller.vt.edu/content/dam/controller\\_vt\\_edu/procedures/accountspayable/20310.pdf](http://www.controller.vt.edu/content/dam/controller_vt_edu/procedures/accountspayable/20310.pdf)