

## How Do I Buy...

### *Office Supplies*

**Buyer(s) Contact Information:**

[Kimberly Dulaney, CPSM](#)

**Current Virginia Tech Contract Vendor(s):**

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

**Description:**

VT has contracts available on HokieMart for Office Supplies. Use Punchout on the HokieMart home page to access contracts.

**To use another vendor:**

Follow procurement guidelines for amounts over \$2,000. Submit quote with non-catalog HokieMart requisitions for processing.