



How Do I Buy or Handle...

Office Supplies

Current Virginia Tech Contract Vendor(s):

Please refer to [VT contracts](#) for a list of vendors. Key word search "office supplies" to view a list of current contracted vendors for office supplies.

Description:

VT has contracts available in HokieMart for office supplies, some of which can be accessed through a punchout catalog. To view the punchout catalogs for office supplies, navigate to the “**Office/Computer/Book/Furniture Punchout Catalogs**” section on the home page of HokieMart.

To use another vendor:

Follow procurement guidelines for amounts over \$10,000. Submit quote with a non-catalog HokieMart requisition for processing.

For more information contact:

- Procurement 540-231-6221
- Or hokiemart@vt.edu