



How Do I Buy or Handle...

Photo Services and Equipment

Services:

If you have a need to contract with an outside photographer, services can be procured via [Direct Pay](#) for requirements not exceeding \$50,000.00 using pay category E7.

Photo Equipment:

Please obtain a formal written quote from the supplier best suited for the job and enter a HokieMart requisition per the quote. However, if the vendor is not on contract, the spend limit is \$10,000. Please be sure to use a contract vendor for all requirements expected to exceed \$10,000.

For more information contact:

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