

How Do I Buy...

Professional Design Services

Buyer Contact Information:

[Reed Nagel](#)

Description:

In accordance with [Policy 5405](#), all professional design service requests must go through the renovations work order process. Departments are not authorized to purchase these services directly through procurement.

After consulting with the end user, [the renovations department](#) will initiate the order with procurement.

Contact VTRepair Customer Service:

vtrepair@vt.edu

540-231-4300

Facilities Oversight Procedure

To assure that the necessary building alterations/requirements will be in place when your equipment or services arrive, submit a HokieMart Interdepartmental Service Request (ISR) in HokieMart as soon as possible.

- a. Choose VT Facilities Services from the drop-down menu
- b. Enter the cost as \$1.00
- c. Explain your new equipment purchase, any special needs, expected location and anticipated delivery date
- d. Attach a copy of the quotation and purchase order
- e. Share the Pre-Installation Guide, if available, from the vendor