



How Do I Buy...

Professional Design Services

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. Departments must contact Facilities to purchase these services. After consulting with the end user, the [Renovations Department](#) will initiate the order with Procurement.

Contact VT Repair 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 an Interdepartmental Service Request (ISR) in HokieMart as soon as possible.

- a. Choose **VT Facilities Services** as the vendor 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

Facilities will assign a project manager and a HokieServ work order number.