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Publication from Publishers

Description:

Payments for publications, brochures, and periodicals (whether or not shipping and handling charges are known) if under departmental delegated authority (under \$10,000 in value) should be keyed to HokieMart to generate a requisition and purchase order that will be sent electronically to your selected vendor.

P-cards should only be used when a vendor doesn't accept a purchase order. Other methods of purchasing publications and reprints are available, but depend on whether shipping and handling is known.

Refer to [Direct Pay Policy 3220](#) for information regarding subscriptions, books, pre-printed material, reprints, etc.

NOTE: The purchase of books for classes must be processed through the University Book Store.

For more information contact:

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