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**Description:**

Payments for publications, brochures, and periodicals (whether or not shipping and handling charges are known) if under departmental delegated authority (under $10,000.00 in value) should be keyed to HokieMart to generate a requisition and purchase order that will be sent electronically to your selected vendor.

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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](mailto:hokiemart@vt.edu)