How Do I Buy or Handle…

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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 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