

## How Do I Buy...

### *Recycling Services*

#### **Buyer Contact Information:**

[Reed Nagel](#)

#### **Description:**

In accordance with [Policy 5405](#), all recycling service requests must go through the renovations work order process. Departments are not authorized to purchase recycling 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](mailto: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