

How Do I Buy...

Repair Services for Lab Equipment

Buyer Contact Information:

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Description of Purchase Process:

Virginia Tech has a commitment to its research community that includes significant investment in equipment and technology. Properly maintaining that equipment is a critical part of the university's success.

Virginia Tech has many vendors that can repair scientific equipment. Please refer to [VT Contracts](#) for a list of vendors. Key word search “repair.”

Contract Purchase Orders Issued by Departments:

Issue purchase order based on quoted estimate. If repairs exceed quoted estimate, vendor may not proceed until the current purchase order is cancelled and a new purchase order is issued for the updated amount.

Purchase Orders Issued by the Procurement Department:

Attach repair quotation to the HokieMart requisition.

If repairs exceed quoted estimate, vendor may not proceed until a change order is issued based on an updated quotation.