

## How Do I Buy...

### *Repair Services for Vehicular Equipment*

**Buyer Contact Information:**

[Mary Seyler](#)

**Description:**

This category of repair includes all vehicles, tractors, golf carts, ATVs, Boats and landscape equipment.

Orders falling under department delegation of \$2000 should be keyed to HokieMart to generate a requisition and purchase order that will be sent electronically to your selected vendor. Pcards should only be used when a vendor doesn't accept a purchase order. For all other repairs, enter a requisition in HokieMart with a repair estimate attached. Departments should not authorize repairs estimated over \$2000 without a PO from the Procurement department. Contact the buyer if you have any questions.