



## How Do I Buy or Handle...

### *Construction Services*

#### **Description:**

In accordance with [Policy 5405](#), all construction services must go through the renovations work order process. Departments are not authorized to purchase construction services directly through procurement. This includes construction projects, fencing, flooring, and grounds maintenance.

After consulting with the end user, [the Renovations department](#) will initiate the order with Procurement.

Contact VT Repair 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

#### **For more information contact:**

- Procurement 540-231-6221
- Or [hokiemart@vt.edu](mailto:hokiemart@vt.edu)