



For HokieMart instructions go to www.procurement.vt.edu/hokiemart.html

From HokieMart's home page under University Forms, select "Interdepartmental Service Request"

University Forms & SWaM Vendor Search

Direct Pay (HokieMart will not d...	Interdepartmental Service Reque...	Reimbursement Request (HokieMart...	Travel Agency Authorization (Hok...	VT SWaM Vendor Search Diversified Vendor Search
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For "Supplier" select "VT Soil Testing Lab-Soil Fertility Analysis"
For "Product Description" type something like, "Testing of Soil Samples"

Interdepartmental Service Request (HokieMart will deliver PO) Available Actions: Add and go to Cart Go Close

Supplier Info	
Supplier	VT Soil Testing Lab-Soil Fertility Analysis
Fulfillment Address	Order Address 1: (preferred) 145 Smyth Hall Blacksburg, VA 24061 US
Supplier Phone	+1 (540) 231-6893
General Info	
Non-Configurable Fields	
General Info Instructions	Use this form for Interdepartment Service Requests. Include a general description of the goods or services you are requesting in Product Name/Description field.
Form Type	Interdepartmental Service Request (HokieMart will deliver PO)
Catalog No.	ISR
Product Description	Testing of Soil Samples for Turf Nutrient Management Program. 193 characters remaining expand clear
Quantity	10
Packaging (UOM)	EA - Each
Estimated Price	10.00

For "Quantity" enter the total number of soil samples to be analyzed.
For "Estimated Price" enter the current price per sample, such as \$10.00.
NOTE – Federal sponsored funds **cannot** be used for payment.
Suggest using "1244A" (Analytical Services) for the Funding Account code.