



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

From HokieMart's home page, select “Interdepartmental Service Request (HokieMart will deliver PO)”

University Forms & SWaM Vendor Search

Direct Pay (HokieMart will not d...)	Interdepartmental Service Request (HokieMart will deliver PO)	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-Mehlich1 Extract Analysis”

For “Product Description” type something like, “Testing of Mehlich1 Extracts”

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

Supplier Info

Supplier: VT Soil Testing Lab-Mehlich1 Extract 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: ICP Analysis of Mehlich-1 Extracts.
219 characters remaining expand | clear

Quantity: 5

Packaging (UOM): EA - Each

Estimated Price: 1.00

For “Quantity” enter the total number of soil samples to be analyzed.

For “Estimated Price” enter the current price per sample, such as \$1.71.

Be certain to select “1244R” (Service Center Services) for the Funding Account code!