



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 Request	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 - ICP Analysis**”.

For “**Product Description**” type something like, “**Analysis of 8 solution samples for 2 elements (Ni & Pb)**”.

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

Supplier Info	
Supplier	VT Soil Testing Lab - ICP Analysis
Fulfillment Address	Order Address 1: (preferred) 143 Smyth Hall Blacksburg, VA 24061 US
Supplier Phone	+1 (540) 231-9806

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	Analysis of nickel and lead in 8 samples. 213 characters remaining expand clear
Quantity	16
Packaging (UOM)	EA - Each
Estimated Price	1.14

For “**Quantity**” enter the total number of elements to be analyzed, (example “16” for 2 elements in 8 samples).

For “**Estimated Price**” enter the **current** price per element, such as **\$2.91.***

* If the total price will be below the minimum charge (currently \$40), then enter **1** for **Quantity** and **40.00** for **Estimated Price**.

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