



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

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

▼ University Forms

Direct Pay (HokieMart will not d...	Printing/ Copying Order Form HokieMart will deliver PO	Interdepartmental Service Request...	Reimbursement Request (HokieMart...	Travel Agency Authorization (Hok...
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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	
Form Type	Use this form for Interdepartment Service Requests. Include a general description of the goods or services you are requesting in Product Name/Description field.
Catalog No.	Interdepartmental Service Request (HokieMart will deliver PO)
Product Description	ISR 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.