



# **Virginia Tech Electronic Business System**


## **Forms/Purchasing Processes**

**November 11, 2009**  
(Revised)



## Forms

There are 9 purchasing processes in HokieMart: Hosted Catalogs (contract suppliers), Hosted Catalogs (non-contract suppliers), Punchouts (contract suppliers), Non-Catalog (non-contract suppliers), Reimbursement Request, Direct Pay, Travel Agency Authorization (contract suppliers), Interdepartmental Printing Request, and Interdepartmental Service Request.

Form/Process	Process Description	Limits	Additional Notes
<b>Hosted Catalog – Contract Suppliers</b>  Primarily scientific suppliers with list prices.	The HokieMart system allows the user to perform searches in various ways (product name, SKU, vendor name, etc.) under the product search tab against the vendor catalog. The supplier’s catalog is loaded into the HokieMart system and updated quarterly for price and product changes. All contract suppliers are indicated in HokieMart with the following symbol  The symbol is found under “browse by supplier” (beside the vendor name).	Unlimited departmental purchasing authority	
<b>Hosted Catalog – Non-Contract Suppliers</b>  Non-contract supplier, primarily scientific suppliers with list prices	The HokieMart system allows the user to perform searches in various ways (product name, SKU, vendor name, etc.) under the product search tab against the vendor catalog. The supplier’s catalog is loaded into the HokieMart system and updated quarterly for price and product changes.	Departmental delegation of \$2,000 or less	When items from these catalogs exceed \$2,000, the Purchase Requisition will be created and sent to the Purchasing Department for competitive procurement.

<p><b>Punchouts - Contract Suppliers</b></p> <p>Apple Computer  Applied Biosystems  CDW-G  Daly Computer  Dell Marketing  Fisher Scientific  Grainger  Guy Brown  IDT  Invitrogen  OfficeMax  Qiagen  Sigma Aldrich  Supply Room  TIG  Virginia Correctional Enterprises  VWR</p>	<p>The HokieMart system allows the user to “punch out” to the supplier’s website, select products, and build a cart.</p> <p>Additional suppliers are added as they become official punchouts.</p>	<p>Unlimited departmental purchasing authority EXCEPT for computer suppliers Daly, Dell and Apple (cap of \$20,000 delegated authority)</p>	
<p><b>Non-Catalog Item Form</b></p>	<p>Purchase(s) that cannot be handled through the hosted catalogs, Punchouts, Direct Pay, Reimbursement Request. (Example is New River Office Supply.)</p>	<p>Departmental delegation of \$2,000 or less</p>	<p>Purchase(s) or payment(s) to suppliers who are not Punchouts or Direct Pay. When the order exceeds \$2,000, it will be sent electronically to the Purchasing Department for competitive procurement.</p>

<p><b>Reimbursement Request Form</b></p>	<p>Reimburse Virginia Tech students/employees for non-travel items/services up to \$2,000.</p> <p>Entertainment and recruitment expenses in Blacksburg area or other official station may also be processed on this form.</p>	<p>Departmental delegation of \$2,000 or less</p>	<p>Send supporting original receipts to the Controller's Office with reference to the PO number. Reimbursee must sign statement on HokieMart form (either print HokieMart form or stamp document with statement located in the Internal Info Instruction).</p>
<p><b>Direct Pay Form</b></p>	<p>Items (goods and services) obtained under the direct payment procedures. (See Requestor Guide for the Direct Pay Policy and a listing of the categories or use the URL provided in next column.)</p>	<p>See the Direct Pay delegated items at the following website:  <a href="http://www.purch.vt.edu/Department/Procedures/duo_list.pdf">http://www.purch.vt.edu/Department/Procedures/duo_list.pdf</a></p>	<p>Select the appropriate payment category from the drop-down menu. Send original vendor invoice to the Controller's Office. Write the PO No in the upper, right-hand corner of the vendor invoice.</p> <p><b>**Direct Payments may be processed using the <u>prepayment procedure</u>. See instructions in the Requestor Guide.</b></p>
<p><b>Travel Agency Authorization (TAA) Form</b></p>	<p>Purchase airline tickets and other travel-related services from contract travel agencies listed on the drop-down menu of the TAA.</p>	<p>Unlimited departmental purchasing authority</p>	<p>Provide additional instructions to travel agency under the "external info" section (such as rental car, personal travel, etc.). Enter the traveler's name in the catalog no. field. Include ticket information such as dates, to and from locations, etc. in the "product name/description" field or attach a copy the airline schedule as an external attachment.</p>

<b>Interdepartmental Printing Request (IPR)</b>	Order printing services from university printing facilities: Copy Center I (Burruss Hall), Copy Center II (Smyth Hall), and Printing Services (South Main Street).	Unlimited departmental purchasing authority.	Complete the IPR work request template and attach it to the HokieMart IPR as an <u>External Attachment</u> . Attach other documents as needed.
<b>Interdepartmental Service Request (ISR) Form</b>	Use this form to order services from on-campus suppliers listed on the drop-down menu of the ISR form.	<del>Unlimited departmental purchasing authority</del>	Complete the ISR form.