

Quick Guide - Reimbursement Request (HokieMart Will Not Deliver PO)

Use this form to reimburse Virginia Tech employees/students for non-travel items/services up to \$2,000. Entertainment and recruitment expenses in the Blacksburg area or other official station may also be processed on the Reimbursement Request form. **The original Reimbursement Request form (below) must be printed and sent to the Controller's Office (0312) for payment.** Please see instructions below for additional requirements.

From the Main Screen of HokieMart:

- Click "Reimbursement Request."
- Click "choose supplier."
- Enter Supplier Name (reimbursee name).
- Click "Search."
- Click "Select" to the right of the desired supplier.

- Complete "General Info" section of the form.

It is suggested that you print the form **BEFORE** adding to the cart. The form may be printed by clicking on the print icon in the upper right-hand corner of the form.



From the available action drop-down menu,

- Click "Add and go to Cart."
- Click "Go."

User will now be in the **Cart – Draft Requisition.**



- Complete the PR using instructions:
 - Edit the Cart
 - Review the Cart
 - Submit the PR

- Follow the instructions for Requisition and Purchase Order Follow-up.