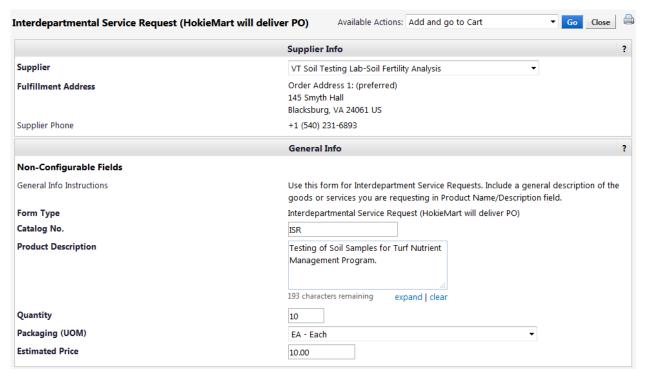


For HokieMart instructions go to www.procurement.vt.edu/HokieMart/training.html

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



For "Supplier" select "VT Soil Testing Lab-Soil Fertility Analysis"
For "Product Description" type something like, "Testing of Soil Samples"



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.