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

University Forms & SWaM Vendor Search

Direct Pay (HokieMart will not d...	Interdepartmen tal Service Reque...	Reimbursement Request (HokieMart...	Travel Agency Authorization (Hok...	VT SWaM Vendor Search Diversified Vendor Search

For "**Supplier**" select "**VT Soil Testing Lab-Mehlich1 Extract Analysis**"
For "**Product Description**" type something like, "**Testing of Mehlich1 Extracts**"

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

	Supplier Info	?
Supplier	VT Soil Testing Lab-Mehlich1 Extract 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	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	ICP Analysis of Mehlich-1 Extracts. 219 characters remaining expand | clear	
Quantity	5	
Packaging (UOM)	EA - Each	
Estimated Price	1.00	

For "**Quantity**" enter the total number of soil samples to be analyzed.
For "**Estimated Price**" enter the current price per sample, such as $**2.10**.
Be certain to select "**1244R**" (Service Center Services) for the Funding Account code!