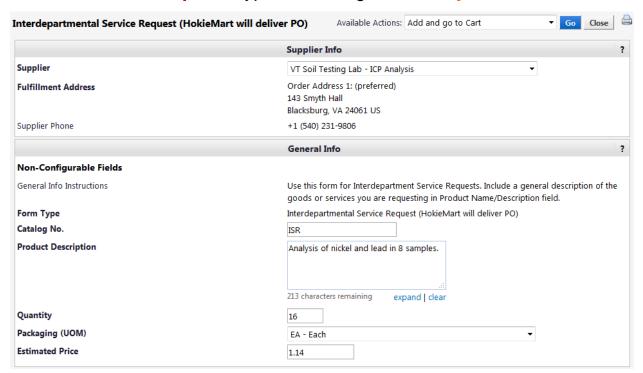


## For HokieMart instructions go to www.procurement.vt.edu/HokieMart/training.html

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



For "Supplier" select "VT Soil Testing Lab - ICP Analysis".
For "Product Description" type something like, "Analysis of 8 solution samples for 2 elements (Ni & Pb)".



For "Quantity" enter the total number of elements to be analyzed, (example "16" for 2 elements in 8 samples). For "Estimated Price" enter the current price per element, such as \$1.25.\*

<sup>\*</sup> If the total price will be below the minimum charge (currently \$40), then enter 1 for Quantity and 40.00 for Estimated Price. Be certain to select "1244R" (Service Center Services) for the Funding Account code!