



For HokieMart instructions go to [www.procurement.vt.edu/HokieMart/training.html](http://www.procurement.vt.edu/HokieMart/training.html)

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

▼ University Forms

Direct Pay (HokieMart will not d...	Printing/ Copying Order Form HokieMart will deliver PO	<b>Interdepartmental Service Reque...</b>	Reimbursement Request (HokieMart...	Travel Agency Authorization (Hok...
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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)".

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

Supplier Info	
Supplier	VT Soil Testing Lab - ICP Analysis
Fulfillment Address	Order Address 1: (preferred) 143 Smyth Hall Blacksburg, VA 24061 US
Supplier Phone	+1 (540) 231-9806

General Info	
<b>Non-Configurable Fields</b>	
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	Analysis of nickel and lead in 8 samples. 213 characters remaining expand   clear
Quantity	16
Packaging (UOM)	EA - Each
Estimated Price	1.14

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.\*

\* 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!