



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)"

▼ University Forms

Direct Pay (HokieMart will not d...	Printing/ Copying Order Form HokieMart will deliver PO	Interdepartmental Service Reque...	Reimbursement Request (HokieMart...	Travel Agency Authorization (Hok...
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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 \$1.20.

Be certain to select "1244R" (Service Center Services) for the Funding Account code!