Step 1: Log into HokieMart (hokiemart.vt.edu) using your PID and password.

Step 2: Select “Interdepartmental Service Request”

Step 3: Select the Service Center from “Supplier” dropdown
Step 4: Fill out the rest of the form
(1) Product Description: Add details of service
(2) Estimated Price: Enter Maximum Cost Allocated
(3) External Info

Step 5: Select (4) “Add and go to Cart” (default option) and click “Go”
Step 6: Review Cart and click “Proceed to Checkout”

Step 7: Edit General, Shipping, and Funding Information, verify all the information is correct and click “Submit PR” to submit the purchase requisition.

Step 8: Once submitted, write down the requisition number.