

# Interdepartmental Service Request HokieMart Will Deliver PO University Professional Development

Use the Interdepartmental Service Request form to order services from University Professional Development (UPD).

From the Main Screen of HokieMart under the Forms tab  
<Click **Interdepartmental Service Request**.

From the Supplier drop-down menu, choose **VT University Professional Development**.

Supplier Info	
Supplier	VT University Leadership Development
Address	148 Southgate Ctr Blacksburg, VA 24061 US

Complete the **General Info** portion of the form (as shown below). The “Product Description” can provide the detail specifications or an attachment can be referenced.

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.
<b>Form Type</b>	Interdepartmental Service Request (HokieMart will deliver PO)
<b>Catalog No.</b>	ISR
<b>Product Description</b>	Registration for CPS/CAP class. Attendee list attached.
	199 characters remaining <a href="#">expand</a>   <a href="#">clear</a>
<b>Quantity</b>	5
<b>Packaging</b>	EA - Each
<b>Estimated Price</b>	150.00

Complete the **External Info** portion of the form (as shown above). Attach any documents that need to be sent with the ISR to UPD. These External Attachments may be added by saving them to the desktop and attaching in the same manner as an email attachment.  
Close the attachment box.

External Info	
External Info Instructions	Include additional instructions under External Notes below.
<b>Service Required by:</b>	08/31/2007 mm/dd/yyyy
<b>Department:</b>	Purchasing
<b>Building / Room:</b>	270 Southgate Cente
<b>Contact Name:</b>	Sherry Crunkilton
<b>Contact Phone:</b>	231-3988
External Notes (1000 char)	Name, department, and email address of participant. Signed registration form attached.
	911 characters remaining <a href="#">expand</a>   <a href="#">clear</a>
External Attachments	<a href="#">add attachment...</a>

From the Available Actions drop-down menu,  
<Select **Add and go to Cart**.  
<Click **Go**.

Available Actions (Click <a href="#">here</a> for details):	Add and go to Cart	<a href="#">Go</a>	<a href="#">Close</a>
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User will now be in the **Cart – Draft Requisition**. User may edit the cart at this time (see Requestor Guide).

Click Review in the upper right-hand flow chart.



User will now be in the **Summary – Draft Requisition**.

Review the Supplier/Line Item Details.

In the highlighted box, an account code is requested (unless auto default).

Under the Funding level,

<Click **edit**

Enter the funding code and account code.

<Click **recalculate/validate**.

<Click **Save**.

When Draft Requisition is complete,

<Click **Submit PR** in the upper right-hand flow ch



After the approvals workflow has been completed and the PR has become a PO (P8XXXXX), the PO will be electronically delivered to University Professional Development.

Contact the HokieMart Help Desk at [hokiemark@vt.edu](mailto:hokiemark@vt.edu) or the HokieMart Help Line at 231-2020 if you need assistance with this form.