

## How Do I Buy or Handle...

### *Animals (Livestock and Research)*

**Description:**

All personnel who are involved in the use of animals for either teaching or research at Virginia Tech have a responsibility for appropriate animal care and use. Further, each individual is accountable, by law, to conform to the basic regulations and policies governing animal use at this university.

**Livestock Procedures:**

Livestock (domestic farm animals such as horses, sheep, pigs, chickens, cows, bulls, goats, etc.) purchases may be paid directly using the Direct Pay process.

The Direct Pay Policy 3220 can be found [here](#).

Within HokieMart, prepare a Direct Pay Form for all transactions for livestock purchases and enter the Payment Category Code of A7. A tutorial on how to enter a Direct Pay form can be found on the [HokieMart Training and Reference Materials](#) page under **Requestor Quick Guides or Tutorials - Videos**.

**Research Procedures:**

Any purchase of live research animals must be coordinated with Erin Kinder, Business Operations Specialist, in the Office of the University Veterinarian and Animal Resources, 540-231-5132, [ekinder@vt.edu](mailto:ekinder@vt.edu).

For current contracts for live animals, go to the [Procurement website](#). Under “**For Departments**,” click “**VT contracts**,” and then search for “live animals.”

**For more information contact:**

- Procurement 540-231-6221
- Or [hokiemarket@vt.edu](mailto:hokiemarket@vt.edu)