



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 using the Non-PO Payment Request Form in HokieMart. Step by step instructions on entering a Payment Request Form in HokieMart can be found [here](#).

Invoices for livestock should be submitted on the Non-PO Payment Request Form using pay category A7 - Livestock. A complete listing of pay categories can be found [here](#).

If a vendor requires a purchase order for this transaction, then the non-catalog form should be used to generate a requisition, rather than using the Non-PO Payment Request Form.

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.

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 hokiemart@vt.edu