

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 502-06
	Section: Vendors
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Equipment on Loan or Demonstration	Effective date: 07/01/1996
Source: University policy	Revision date:

PURPOSE

To establish guidelines for accounting for equipment that is on loan or demonstration and not owned by the university.

POLICY

PUR 502-06-01: University Department Responsibility

Allowing equipment to be left in a department by sales representatives on a loan or demonstration basis does not constitute a commitment to buy. The department personnel should in no way indicate to vendors that the loan or demonstration of equipment constitutes a preference for that equipment or will result in an order for purchase.

The individual planning to receive equipment on loan or demonstration must inform Contracting and Purchasing Services by submitting a completed Equipment on Loan or Demonstration form before accepting the equipment. If any costs are to be incurred, a requisition for these costs must accompany the Equipment on Loan or Demonstration form.

The university assumes no responsibility for equipment on loan or demonstration unless the user has submitted an Equipment on Loan or Demonstration form.

PUR 502-06-02: Vendor Responsibility

Vendors who desire to make arrangements for loans or demonstrations of their products on campus must coordinate these plans with the appropriate buyer in Contracting and Purchasing Services.

Unless special arrangements are made with the director of Contracting and Purchasing Services, the vendor is responsible for all moving, handling, transportation, and installation costs for loaned equipment. If the vendor who loaned the equipment is the successful bidder for that equipment, that vendor must supply new equipment unless Contracting and Purchasing Services and the user agree to accept the loaned equipment at a negotiated lower price.

PUR 502-06-03: Responsibility of Purchasing Services

Contracting and Purchasing Services will file a copy of the Equipment on Loan or Demonstration form with Risk Management.

Requisitions for the purchase of equipment on loan or demonstration will be treated in the same manner as other requisitions. Competitive bidding procedures, if applicable, will be required.

CROSS REFERENCE

[PUR 301-09](#) Requisition Documents

[PUR 302-01](#) Departmental Purchase Orders

[PUR 303-00](#) Competitive Bidding (Complete Section)

[PUR 600-01](#) Reporting Receipt of Order