PURPOSE

To allow for purchase of used equipment

POLICY

PUR 305-03-01: Purchases of Used Equipment
Used equipment may be purchased if it meets the standards required by and results in a savings for the University.

PUR 305-03-02: Requisitions and Documentation for Used Equipment
The requesting department shall process a requisition in the financial system for the used equipment must send written notification to Contracting and Purchasing Services that:

1. The equipment has been inspected by the requestor.
2. The condition of the equipment is as represented.
3. The equipment meets the requirements of the user.
4. The best interest of the University will be served by the purchase of the used equipment.
5. The purchase price represents fair market value or better.

Contracting and Purchasing Services shall ensure that the purchase price is reasonable.

Used equipment costing more than $50,000 must be competitively bid, using normal purchasing procedures.

CROSS REFERENCE

PUR 205-00 Prohibited Purchases
PUR 301-09 Requisition Documents
PUR 303-00 Competitive Bidding (Complete Section)
PUR 600-01 Reporting Receipt of Order