

## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

	<b>POLICY PUR 305-03</b>
	Section: Orders and Requisitions
	Page 1 of 1
	Responsible office: Purchasing
	Origination date: 07/01/1996
<b>Subject: Used Equipment</b>	Effective date: 07/01/1996
Source: University policy	Revision date:

### 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