



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PURCHASING

SUB-TOPIC

PURCHASE OF USED OR DEMONSTRATOR EQUIPMENT

This type of purchase is discouraged; however, if it becomes necessary to acquire used or demonstrator equipment due to lack of funds, lease-option-to-buy agreement, etc., consideration will be given only if the following supporting evidence is submitted to Purchasing along with a properly completed purchase requisition (see "Preparation of a Purchase Requisition"):

1. The purchase requisition must state that it is used equipment.
2. Letter signed by the appropriate administrative head stating why it is necessary to purchase used equipment and the approximate cost of like new equipment. An opinion should also be included as to the condition and value of the used equipment from personal observation.
3. Letters from at least two (2) disinterested parties who are familiar with the used piece of equipment, giving their opinions as to the equipment's current monetary value and relative condition.

The Purchasing Department will secure, when applicable:

1. A minimum of three (3) alternate bids for like used equipment.
2. A letter from each bidder guaranteeing the quality and condition of the bid equipment.

Under no circumstances may used or demonstrator equipment be accepted in partial or complete fulfillment of a purchase order for new equipment.