



PURCHASING DEPARTMENT

3.6 Used Equipment Purchases

In most cases, the University enters into agreements for the purchase of new equipment, however, there are instances where the purchase of used or refurbished equipment represents a good value to the University and would make the most responsible financial sense to pursue. Purchases of used items are allowed and require completion of the Waiver of Competition Justification form that will then be submitted to the Purchasing Office for approval.

The purchase of used equipment presents variables that should be considered before acquiring the equipment, so the requesting department should first identify the minimum specifications required and then verify that the specific used equipment is acceptable. Best efforts should be applied to determine that the purchase of the equipment would be in the best interest of the University and can be clearly documented in the justification. The justification should explain how the purchase represents a good value to the University and compares the cost of the used item to that which a new item would cost, thus demonstrating the savings.

Revised 9.11.2013