

Used Equipment

As a general rule, a department should procure new equipment, but sometimes it is necessary or advantageous to purchase used, demonstrator, or remanufactured equipment. The most common reasons are:

- The inability to secure new equipment;
- The lack of adequate funds for new equipment; or
- Used equipment will satisfy the agency's need at a substantial savings.

Purchases of used and demonstrator equipment are to be processed as follows:

1. Written quotations must be obtained following the appropriate procedures applicable to the total purchase amount or a proprietary purchase justification must be completed, if applicable. If only one quote is received, submit a proprietary justification statement.
2. Provide a letter or signed statement from the supplier(s) guaranteeing quality and condition of the merchandise offered; it is strongly recommended, when possible, that the department request a warranty of at least one year that would make available service and parts for the equipment.
3. Provide a letter from an authorized person connected with the requisitioning department that:
 - (a) States the equipment has been personally examined, and
 - (b) describes the condition and value of the equipment;

The requisitioning department shall submit the above applicable items with the requisition. If the Purchasing Department determines that the purchase is appropriate, and the purchase is anticipated to exceed \$10,000.00, competitive bids will be solicited.