

Information

Purchase of Pre Owned and Reconditioned Equipment and Products

Number

PUR 35 00

Applicability

This policy applies to University Administrators Faculty and Staff

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger, Chief Procurement Officer - Procurement Services

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History

Original Date: Unknown

Revision Date(s): April 28, 2023

Reviewed Date(s): February 14, 2020; April 28, 2023

Categories

Statement:

The University may elect to purchase this type equipment or product provided a written determination is filed outlining the following:

1. The purchase is fully justified.
2. It is of proven value to the University.
3. Bona fide statements of the condition of the materials accompany the letter.

4. Independent appraisals of all equipment and/or other materials attesting to current market values accompany the request. Complete data and descriptions, model numbers, serial numbers, brand names, and accessories must also be included.

Related Information:

Items are still subjected to formal bidding.

Reasoning:

Pre-owned, reconditioned, and demonstrator-type equipment and products may sometimes meet the needs of the University when available at current and fair market prices. Value analysis may also determine that "factory-seconds" products can meet this criterion.

Responsibilities:

Procurement Services shall review such requests, and if they are determined to be in the best interest of the University, with purchase costs(s) reasonable, may issue the authority for purchases under established policies and procedures.