

## **Used Equipment**

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

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

For purchases over \$10,000.00, the ordering entity must:

- ◆ Follow the standard procedures for creating an AggieBuy requisition.
- ◆ Attach the following documentation:
  - a. A statement from the Department Head/Resident Director citing the reason used or demonstrator equipment is being purchased instead of new, and
  - b. A statement describing the condition and value of the equipment written by an authorized person connected with the ordering entity if that person has examined the equipment.

When the AggieBuy requisition is received, Purchasing will follow the standard procedures for soliciting bids (if necessary) and place the order. When deemed necessary, Purchasing will obtain a letter or signed statement from the bidder(s) guaranteeing quality and condition of the merchandise offered.

For purchases \$10,000.00 or less, it is recommended that the above documentation be requested and kept in the ordering entity's file.