

Used Equipment

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As a rule, the purchaser should procure new equipment, but sometimes it is necessary or advantageous to purchase used or demonstrator equipment and supplies. 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.

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

The ordering entity must:

1. obtain a minimum of three (3) signed bids which have been properly prepared whenever possible;
2. if only one bid is received, prepare a statement explaining why no competition exists;
3. provide a letter or signed statement from the bidder(s) guaranteeing quality and condition of the merchandise offered;
4. provide a letter from an authorized person connected with the ordering entity that:
 - a. states that the equipment or supplies have been personally examined, and
 - b. describes the condition and value of the equipment or supplies.
5. forward to the Texas A&M AgriLife Purchasing Department if the order is over your delegated authority.

If the Purchasing Department determines that the purchase is appropriate and properly documented, then a purchase order will be issued to the vendor in FAMIS.