

## Purchasing Used Equipment

Section 4:11 Revised 01/01/2001

When a department has special need for a particular item of used equipment, the proposed purchase should be discussed with the Director of Purchasing and the request submitted on a Purchase Requisition. If the offer is competitive and subject to prior sale, the Director of Purchasing may approve immediate purchase. Otherwise, a bid including a used equipment option will be issued.

Often companies will offer demonstrator equipment at special prices under new warranty conditions. Offers of this type are usually worthy, but cannot be accepted without first offering competition an opportunity to quote on similar equipment. All used equipment purchased should carry a new equipment warranty except those items purchased from State or Federal Surplus Property.