

## Used Equipment

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.

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

The ordering entity must:

- obtain a minimum of three (3) signed bids which have been properly prepared whenever possible;
- if only one bid is received, prepare a statement explaining why no competition exists;
- provide a letter or signed statement from the bidder(s) guaranteeing quality and condition of the merchandise offered;
- 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;
- forward to the CPA with an open market requisition if the purchase exceeds your delegated authority.

If the CPA determines that the purchase is appropriate, a purchase order will be issued. Alternatively, the CPA may advertise the requisition using open market procedures.

SECTION 2.3

REVISED DATE: 06/98