

# TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Purchase of Used or Demo Equipment

Procedure No.: PP-440

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## I. Purpose

To define the parameters for purchases of used or demo equipment.

## II. Scope

This procedure applies University wide.

## III. General

Should it become necessary for a State Agency to secure used or demonstrator equipment or supplies due to inability to secure new equipment, or because of lack of adequate funds, the Office of Procurement and General Services will give such requisitions consideration only if supported by the following documents and data:

- 1) Properly prepared requisition fully describing equipment.
- 2) Signed bid or bids secured by agency, (min. 3) or reason why 3 bids could not be obtained.
- 3) If only one bid is available, statement as to why no competition.
- 4) Letter or signed statement from bidder or bidders guaranteeing quality and condition of merchandise offered.
- 5) Letter from authorized person connected with the State Agency giving acceptable reasons why it is necessary to purchase used merchandise and the approximate cost of same if purchased new.
- 6) Letter from an authorized, responsible person connected with the State Agency stating that he has personally examined equipment or supplies, and giving his opinion as to condition and value.
- 7) Letters from two disinterested, reliable and informed persons in the vicinity where the equipment is located who are familiar with the type of equipment, giving their opinions as to its price, value, and condition.