

TechBuy Guidelines for Entering Requisitions for Purchasing Used Equipment

The following guidelines are intended to provide assistance for individuals entering requisitions for purchasing used equipment. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

Some departments may choose to purchase used equipment because of the potential for substantial savings over buying new equipment. However, the procedure for purchasing used equipment is different.

1. Because used equipment is often sold on a “first come, first served” basis, timing is often critical. If a department has identified used equipment they would like to purchase, the very first step is to determine if the vendor is set up in Banner. If not, a new vendor setup form should be obtained as quickly as possible and the form should be sent to Procurement Services for expedited processing before proceeding further! The form can be downloaded at <http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/Vendors/new%20vendor%20setup.pdf>
2. Next, the department should prepare a TechBuy requisition using the appropriate form:
 - Non-Catalog Form
 - Federal Equipment Purchase Form (Under \$25,000 and/or Proprietary Purchases) [for FOPs that begin with 21]
3. Requisitions for used equipment must include the following supporting documentation in the **Internal Notes and Attachments** section:
 - A quote from the vendor.
 - A letter or signed statement from the vendor guaranteeing the quality or condition of the merchandise. **This statement can be included on the quote.**
 - A letter from the department or project administrator, who would be considered a subject matter expert, stating the need for the used equipment and the approximate cost of the same equipment if purchased new. The letter should also include the administrator’s evaluation of the condition and value of the equipment. (See note below about using the internet to help estimate the valuation of the equipment.)
4. If the vendor requires a deposit, please add a note about the amount required in the **Internal Notes** section. Please be aware of the following:
 - Deposits are not allowed HEAF funds (funds beginning with 13).
 - Deposits are limited to a maximum of 50% of total cost without the written authorization of the Director of Procurement Services or her delegate.
5. **The requisition should be marked as “Urgent” in the General section, and an email should be sent to TechBuy Support at techbuy.purchasing@ttu.edu requesting expedited processing.**
6. In the event that the cost of used equipment exceeds \$100,000, Purchasing and Contracting may determine that bids are appropriate. If time allows and bids are required, Purchasing will assist with securing a written bid.

Notes:

- When deciding whether or not to purchase used equipment, a department should consider the total cost of ownership, including additional costs such as transfer of title and taxes, an extended warranty, potential repairs and maintenance, when determining whether or not they are obtaining the best value possible.
- Purchasing and Contracting strongly recommends an extended warranty. If you are purchasing the equipment from a commercial retailer, usually you can purchase the warranty directly from the same vendor. However, if you are purchasing the equipment from an independent vendor, this may not be

possible. You should contact the manufacturer to see if an extended warranty is available or search the internet for other warranty options.

- “Demonstrator” equipment is not normally considered used equipment. The purchase of demonstrator equipment must follow the same procedure as purchasing new equipment unless an exception is granted by the Director of Procurement Services or a manager of Purchasing and Contracting.
- Departments should also regularly check the Comptroller’s surplus property website to see if there is equipment that might be of use to them (www.texasahead.org/lga/surplus). State agencies are required to post surplus property on the website for ten business days, and state agencies have priority over other organizations.
- The internet can be a great resource when estimating the value of used equipment. The pages should be printed off, scanned and attached to the requisition, in case the link becomes unavailable later. If the department has difficulty locating websites, please contact Purchasing and Contracting for assistance.
- As with all purchases, departments are expected to comply with OP 72.03. Specifically, we cannot purchase used equipment that belongs to another TTU employee or that belongs to someone who is related by blood or marriage to a TTU employee.

FUNDING NOTES:

- Purchase of used equipment can be made with state-appropriated or federal funds (FOPS beginning with 11s, 12s, 13s or 21s) only in certain special circumstances. Please check with Purchasing and Contracting prior to making any arrangements to purchase used equipment on state or federal funds.