

Purchase of Demonstrator or Used Equipment

Original Implementation: June 1, 1983

Last Revision: April 25, 2017

Demonstrator Equipment: A department may request that a vendor place demonstrator equipment on campus for testing to determine if the equipment will meet the university's needs. The decision to purchase such demonstrator equipment does not override best value procurement or delegated purchasing policies and procedures. The purchase of demonstrator equipment will not be considered official until a purchase order is issued by the procurement office.

Used Equipment: A requisition or a p-card may be used to initiate the purchase of used equipment. In either case, the department must submit evidence to Procurement and Property Services that justifies the purchase of used equipment.

Purchase of demonstrator or used equipment shall be in accordance with Best Value Procurement (17.1) and Delegated Purchasing Authority (17.5) and other procurement procedures relating to required documentation.

Cross Reference: Tex. Educ. Code § 51.9335; Best Value Procurement (17.1); Delegated Purchasing Authority (17.5); Purchase Requisition (17.19)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator

Forms: [Exclusive Acquisition Justification](#)

Board Committee Assignment: Finance and Audit