

# PROCEDURE

Effective Date: March 20, 2015  
Approved by:  
Chief Procurement Officer

Authority: [LAC 34:XIII.U525.A.25](#)

**See Also:**

[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)

[PRO-U525.A](#) (*Exceptions to the Competitive Solicitation Process*)

[FRM-U525.A.25](#) (*Used Equipment Justification*)

[FRM-U501.A.03.A](#) (*Request for Quotation*)

[FRM-U501.A.03.B](#) (*Quotation Tabulation*)

## PRO-U525.A.25 USED EQUIPMENT & ANTIQUE PROCUREMENTS

*This procedure applies to the purchase of tangible equipment that is used in the operation of the organization that is no longer in a 'new' state; rather, the equipment has been deemed 1) 'used' as a result of use by another party and/or age, or 2) an 'antique' because of it is high value, has been deemed 'collectible, or has a considerable age.*

**Action by:**

Purchasing Agent  
(User Department)

**Action:**

Procurement Buyer  
(Procurement Department)

1. **Completes** the Used Equipment Justification form. (See FRM-U525.A.25)
2. **Requests** the supplier complete the LSU Request for Quotation form. (See FRM-U501.A.03.A)
3. **Acquires** appropriate documentation that includes a quote for the cost of the new equipment in order to justify an accurate savings
4. **Obtains** a written statement from the vendor indicating why following normal procurement procedures would not be viable (i.e. equipment is a first come, first serve basis).
5. **Obtains** insurance certificate from vendor, if onsite work is needed.
6. **Creates** a requisition in Workday and **Attaches** all above correspondence and documents to requisition.
7. **Submits** requisition for approval.
8. **Reviews** requisition to ensure all requirements are met and in compliance and/or routes back to department if further diligence is required.
9. **Issues** purchase order.