

## Used Items, Samples, and Donations

### Donated Equipment

If equipment/supplies will be donated to your department, contact the Advancement area of your respective UNT System component in writing including the donor name, address, and a list of donated items. This is for recording and acknowledgment purposes. Forward a list of the items to Property Management to be reviewed for inventory status. For each item, include

- a description;
- a serial number;
- an acquisition date; and
- fair market value for each item.

The donation may need to be approved by the Safety Office, Risk Management Services and/or the Board of Regents.

### No Charge Items Offered by Vendors

Some vendors and manufacturers offer “no charge” or “free” items with certain purchases. If you are interested in such a purchase, evaluate the purchase using the criteria outlined in the **Best Value** section. If it is the best value and you take advantage of the offer, the items must be considered property of UNT System and used for official business purposes. The department is responsible for maintaining documentation for the transaction, whether by purchasing card or ePro requisition, that details the best value evaluation and how the items were used.

### Using an ePro requisition

If using an ePro requisition for the purchase, include any “no charge” or “free” items on a separate line(s) and include full description and quantity. Use the same category code as you would if purchasing the item(s).

### Using a Purchasing Card transaction

If using a purchasing card transaction, maintain the documentation with the Transaction Report for the Purchase. Contact the Purchasing Card Administrator if you have any questions.

### Trade-In of Existing Equipment

Requisitions requesting the purchase of new equipment may offer trade-in of old equipment of the same or similar type. The trade-in must be in the same category class and item as the new equipment requested. If you are requesting a trade-in, the following must be stated on the requisition as an individual item:

- "trade-in at state's option to be picked up by the successful bidder where is, as is;" and
- equipment must be fully identified with the following information:
  - make, model number, serial number (if applicable);
  - UNT system component property tag number;
  - age and condition;
  - location;
  - realistic estimate of the used equipment's current value; and
  - a contact person for question clarification.

Proprietary purchases offering trade-in of old equipment must have acceptable justification. It is recommended that the old equipment be retained and not released to the vendor until the new equipment arrives and is accepted.

## **Samples**

Unless otherwise specified, all samples submitted by vendors will be at no cost to the UNT System and will become the property of the UNT System component upon receipt. Upon specific request of the vendor, samples will be returned at the vendor's expense. UNT System reserves the right to subject such samples to tests and inspections as are deemed necessary and does not guarantee that samples returned to the vendor will be in the same condition as when submitted.

## **Used Equipment**

Departments should seek to purchase new equipment to meet their needs. However, under some circumstances the purchase of used or demonstrator equipment can be authorized with proper justification and documentation. Departments interested in purchasing used equipment should contact **Procurement Services** for specific processing requirements for each contemplated purchase. Procurement Services must approve all purchases of used equipment **prior** to an order being placed with a vendor.

If it becomes necessary for a department to secure used or demonstrator equipment due to the inability to purchase new equipment, or because of lack of adequate funds for new equipment, a requisition must be submitted to **Procurement Services** with the documents and data below:

- a requisition fully describing the equipment;
- a minimum of three (3) signed bids which have been properly prepared whenever possible (contact **Procurement Services** for assistance);
- a statement explaining why no competition exists (if only one bid is received);
- a letter or signed statement from bidder(s) guaranteeing quality and condition of the merchandise offered; and
- a letter from DeptID/ProjID holder stating that the equipment or supplies have been personally examined. The letter should also describe the condition and current value of the equipment or supplies.