



LEHIGH

UNIVERSITY®

Policy Number: 106
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18, 12/15/22, 8/10/23
Applicability: All Used Equipment Purchases
Related: Surplus Property Program & Policies

PURCHASE OF USED EQUIPMENT

Purpose:

To allow for the purchase of used equipment.

Policy:

The University allows for purchases of used equipment if it is determined to be in the best interest of the University. University Logistics, in conjunction with the department making the purchase and other peer departments as necessary (i.e., Risk Management, ORSP) will determine, on a case-by-case basis, whether the purchase of used equipment is the best “overall” value for the University, taking into consideration variables that affect the total cost of the equipment and the risk/liability exposure to the University.

The purchase of used equipment presents some unique variables that should be considered before purchasing (e.g., equipment that was used with hazardous chemicals by the previous owner; size constraints and insurance risks). The requesting department should first identify the minimum acceptable equipment specifications required, and then identify any specific used equipment that is acceptable. All potential used equipment should be in excellent condition. The requesting department should use its best efforts to determine whether the purchase of the “used” equipment would be in the best interest of the University. If the requesting department determines the purchase is in the University's best interest, then it shall prepare a separate document providing justification for the used equipment.

Any purchases of used equipment must follow all other applicable purchasing policies, and must not present any conflicts of interest in the procurement of the items(s). If the purchase of used equipment is being made from a related party (i.e., the requesting individual or anyone related to the requesting individual) the requestor must first obtain supervisor approval.

If your purchase of used equipment is to replace obsolete equipment currently owned by Lehigh University, please refer to Lehigh’s Surplus Property Program and Policies regarding appropriate sale, donation, recycling or disposal of surplus property.

Keywords: Used Equipment, Surplus Property