**USED EQUIPMENT WRITTEN DETERMINATION**

DATE

This form is to be completed *prior* to placing an order or purchasing the used equipment. If you have questions, please contact Procurement Services at procure@umw.edu or (540) 654-1127.

EQUIPMENT INSPECTION

A University of Mary Washington qualified campus subject matter expert has inspected the used [equipment including serial number, model number, etc.] on [date] at [location] and certifies that the equipment is in good condition.

Notes on equipment condition:

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| --- | --- |
|  | **Inspector:** |
|  Signature: |  |
| Printed Name: |  |
| Title: |  |
| Date: |  |

BEST INTEREST DETERMINATION

This purchase is in the best interest of the University because [explanation including best value for the University – ex. determined best price through market research, low mileage, etc.]. The [equipment] will be stored at [location].

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Department End User:** |  | **Procurement Services** |
|  Signature: |  | Signature: |  |
|  Printed Name: |  | Printed Name: |  |
| Title: |  | Title: |  |
| Date: |  | Date: |  |