

Used Equipment and Equipment Accessory Purchase Request
Written Determination

This form is to be used when purchasing equipment and/or equipment accessories or attachments valued at a purchase price of \$2,000 or more. This form must be completed by the requesting department and submitted to Procurement Services for approval **prior** to purchasing the item. If you have questions, please contact Procurement Services at procure@umw.edu or (540) 654-1127.

Requesting Department Information

Requestor Name: Title:
Department: Date:

Used Equipment Information

Item Description:
Serial Number: Model Number:
Campus Storage Location:

Best Value Determination (money saved, low mileage, etc.):

Subject Matter Expert (SME) Inspection Information

A University of Mary Washington qualified campus subject matter expert must inspect the used equipment and provide the information below.

SME Name: SME Title:

SME Inspection Notes:

By signing below, I certify that the equipment identified above is in good condition.

SME Signature: Date:

Procurement Services Approval

Name: Title:
Signature: Date: