

# PROCEDURE

Effective Date: March 20, 2015

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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)

## PRO-U525.A.25 USED EQUIPMENT

*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 'used' as pre-owned or rebuilt/remanufactured/ refurbished equipment that may be offered for purchase.*

**Action by:**

User Department

**Action:**

1. **Completes** the Used Equipment Justification form. (See FRM-U525.A.25)
2. **Requests** the supplier complete the **LSU Request for Quotation** form or equivalent. (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 accurate savings
4. **Obtains** a written statement from the supplier indicating why following normal procurement procedures would not be viable (i.e. equipment is a first-come, first-serve basis).
5. **Determines** whether goods and/or services to be purchased are on the [Special Authorization List](#). **Obtains** prior approvals as indicated.
6. **Creates** a requisition and **attaches** all required documentation; **Itemizes** requisition based on supplier's quote.
7. **Reviews** requisition to ensure compliance.
8. **Issues** purchase order.

Requisition Sourcing  
Buyer