

Used Equipment Justification

Date		Requisition Number	RQ-
State relevance of purchase to your mission, purpose, research, or study:			
Identify items to be approved for used equipment (Note: New equipment demo'd by the university will not be considered "used equipment" for this purchase.):			
Name of Supplier			
Workday Supplier ID		Supplier Website	
Supplier Contact Name		Supplier Contact Email	
Price for used equipment (Supplier Quote Required)	\$	Price for new equipment (Supplier Quote Required)	\$
Savings accrued to the university	\$		
Identify maintenance and repair plan:			
If total amount exceeds \$10,000, would following normal procurement procedures result in loss of this specific equipment? If so, explain and provide supplier confirmation.			

NOTE: Firm price quotation from supplier pricing the product(s) identified in section 2 must be supplied. Quoted prices shall be firm for 30 days and inclusive of all costs including transportation. Quote must be FOB LSU.

By signing below all parties hereby declare the information provided herein to be true and accurate to the best of their knowledge. They understand any false or misleading information may be a violation under the Higher Education Procurement Code and can subject them to prosecution under Louisiana Revised Statute 39:1679.

Requestor Name	
Requestor Phone Number	
Requestor Email	
Requestor Signature	

Department Name	
Department Head Name	
Department Head Signature	

ATTACH JUSTIFICATION TO REQUISITION WITH SUPPLIER QUOTE