**How Do I Purchase Used Equipment?**

With the help of the Purchasing Department, the decision to purchase used equipment should:

1. Make a thorough inspection of the equipment, if possible, and determine if the value of the equipment is fair and reasonable. Research of the market for similar

used equipment is advised prior to accepting the sellers’ asking price.

1. Verify with the seller that full legal title and exclusive right of possession of can be transferred to WesternU. Verify that the equipment is free and clear of all liens, encumbrances, charges and taxes.
2. Identify and obtain warranties relating to the condition and performance of the equipment. **“As Is” warranties should be avoided.**
3. Identify and request a written quote for all costs associated with the disconnection of equipment and transport of equipment to WesternU premises. These costs should be borne by the seller; but, the buyer has the option of forego this requirement. In addition, under no circumstances should a WesternU employee disconnect equipment on seller premises.
4. Obtain a written assurance that risk of damage or loss shall not pass to WesternU until the equipment is physically loaded onto a common carrier at seller’s dock or is delivered to WesternU.

If the seller is unwilling to provide written documentation for any of the points listed above, it is likely that the equipment is not worth the sellers’ asking price.

If an agreement is made with the seller, request a 30 day price hold quotation and attach the quotation to an Elixir transaction. Once the equipment arrives at Central Receiving and processed by asset management, the equipment will be delivered.