**USED EQUIPMENT JUSTIFICATION**

**REQUISITION #** Date:

Please sign the below statement regarding the purchase of the “used” equipment, Model XXX NAME OF EQUIPMENT.

Check and complete all that apply:

The requested equipment is suitable for our intended use and is as economical to use

as new equipment.

Comparable specifications cannot be obtained.

There is not a market for the commodity.

No one else can supply the commodity item requested.

The requested equipment has been examined by qualified personnel who certify that

the equipment is in good working condition for the intended use.

It is in the best interest of Georgia Tech to purchase this used piece of equipment.

This item priced in YEAR OF USED EQUIPMENT was $XXXX according to the

vendor’s price sheet at that time or best estimate.

If purchased new today, this equipment would cost approximately $XXX.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:

Printed Name: