**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: