

I. Purpose

To define a standardized process for purchasing used furniture at Towson University.

II. Scope

This procedure applies to all procurement staff and requestors purchasing used furniture in lieu of new furniture.

III. Responsibilities

Procurement staff are responsible for adhering to this procedure while consulting with requestors and/or reviewing requisitions related to the purchase of used furniture.

IV. Procedure

1. The requestor identifies a basis for purchasing used furniture in lieu of new furniture. The need to purchase used vs new must be in the best interest of the University. The department/requestor is responsible for justifying their request to purchase used furniture and will complete a Sole Source Justification (SSJ) to document their reasoning. Common considerations for requestors include, but are not limited to:
 - i. What are the cost savings realized by purchasing used furniture vs new furniture?
 - ii. Is the item(s) available through MCE?
 - iii. Has the vendor provided written price quotations for the used furniture?
 - iv. Is the used furniture covered by any type of warranty?
2. The requestor submits a requisition for the purchase and attaches the SSJ, a quote from the vendor, and a Certificate of Insurance (if the vendor will be on-site for any delivery/installation).
3. The Procurement department will review the SSJ and will:
 - i. Approve the SSJ
 - ii. Decline the SSJ and work with the department/requestor for alternative options
4. If the SSJ is approved, the Procurement department will process the requisition according to procurement policies and procedures.
 - i. For orders equal to or less than \$5,000, a procurement card will be used
 - ii. For orders greater than \$5,000, a purchase order will be used with the procurement method that aligns with the total cost (i.e. under \$25,000 is non-competitive and over \$25,000 would be sole source).

V. Reference(s)

1. [Procurement – Contracts & Forms](#)