

Used Equipment Purchase Certification Form

Vendor Name & Banner ID:	Department:	FOAPAL:
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Equipment & Value:

	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

**If additional space is required, please attach separate sheet*

Procurement Method: <i>(i.e., BOT Resolution & #, Bid, Exception, N/A)</i>	IRT Approval Obtained: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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As principal investigator/faculty, I assume the risk of purchasing the item(s) listed above without warranties as to fitness or merchantability or other standard protections available for "new" merchandise. In addition, I certify that the purchase of used equipment is allowable pertaining to sponsor guidelines and award notice.

Approved Disapproved

Office/Department Chair **Date**

I certify that all Departmental Procedures were followed for the purchase of this equipment and that the funding source is appropriate.

Approved Disapproved

Provost/Dean/Vice President **Date**

I certify that all Departmental Procedures were followed for the purchase of this equipment and that the funding source is appropriate.

Approved Disapproved

Senior Director of Contracting & Procurement. Christine Brasteter **Date**

Please return completed form to: contracts@rowan.edu |