

PPPL	Princeton Plasma Physics Laboratory	PROCEDURE	No. GEN-028 Rev 0 Page 1 of 3
Subject: Approval of Used, Reconditioned or Remanufactured Equipment or Supplies Purchases	Effective Date: November 30, 2006	Initiated by: Head, Business Operations	
	Supersedes: New	Approved: Director	

This procedure implements Laboratory Policy P-093, "Purchase of Used, Reconditioned or Remanufactured Equipment or Supplies."

Introduction

To ensure that the Laboratory meets its contractual obligations to the Department of Energy regarding the purchase, use and delivery of used, reconditioned or remanufactured equipment or supplies, the Laboratory has established a policy requiring advance approval of such purchases.

This procedure applies to the purchase from a third party of any item that is not "new," as that term is defined in Policy P-093.

This procedure does not apply to items available from PPPL excess property inventories or to items available from the Department of Energy or its contractors or other Government property sources.

Reference Documents

1. DOE Prime Contract, Clause I.11 – FAR 52.211-5, Material Requirements
2. PPPL Policy P-093, "Purchase of Used, Reconditioned or Remanufactured Equipment or Supplies"

Procedure

Responsibility

PPPL end user

Action

1. For purchase of used equipment or supplies, completes attached "Used Equipment/Supplies Purchase Authorization Form" (Attachment 1); obtains signature of Department Head, and forwards the signed form to Procurement, preferably as an electronic attachment to a properly signed and approved purchase requisition.
2. For purchase of reconditioned or remanufactured equipment or materials, submits a purchase requisition which includes written justification for the purchase of reconditioned or remanufactured

- items in lieu of new items.
3. Indicates on requisition that both QA Review and Receipt Inspection are required.
- PQA
4. Reviews requisition for quality concerns.
- Cognizant Department Head
5. For used items, reviews the proposed purchase to ensure that it represents a prudent solution to a programmatic need which cannot otherwise be met; signs form indicating approval of the request or returns form with reason for disapproval indicated.
- Director of Procurement
6. For used, reconditioned or remanufactured items, reviews proposed purchase for business acceptability; for used items, signs form indicating approval of request, or returns form with reason for disapproval indicated
 7. For reconditioned or remanufactured items, and for approved used items, submits email request for Contracting Officer approval; for used items, includes copy of signed approval form.
- Director of Procurement
8. If approved by DOE, assigns action to Buyer/Subcontract Administrator for processing; otherwise, rejects requisition with comment
- PPPL End User
9. Inspects and, as appropriate, tests received item and documents result in an email to Accounting & PQA

**USED EQUIPMENT/SUPPLIES
PURCHASE AUTHORIZATION FORM**

ATTACHMENT 1

REQUESTOR NAME (TYPED): _____ **DATE:** _____

ITEM DESCRIPTION: _____

INTENDED USE: _____

REASON FOR PURCHASE OF USED ITEM: _____

RECOMMENDED SOURCE (NAME, ADDRESS, PHONE, EMAIL): _____

RECOMMENDED SOURCE IS A: **REGULAR DEALER** **PRIVATE INDIVIDUAL**

ITEM IS OFFERED: **WITH WARRANTY** **“AS IS”**

HOW WILL YOU ENSURE THAT THIS EQUIPMENT/MATERIAL IS NOT USED IN AN APPLICATION REQUIRING NEW ITEMS?

SPECIAL MARKING; **PHYSICAL SEGREGATION;** **CONSUMED DURING USE;**

OTHER (DESCRIBE): _____

REQUIRED APPROVALS:

DEPARTMENT HEAD

SIGNATURE: _____ **DATE:** _____

DIRECTOR OF PROCUREMENT

SIGNATURE: _____ **DATE:** _____