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**UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL**

TITLE: Demonstration or Trial of Equipment

REFERENCE:

CATEGORY: Supply Chain Services

PAGE:

SUPERSEDES:

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**I. PURPOSE:**

University personnel must use a Purchase Requisition to request equipment on a trial basis. The Purchasing Department will issue a \$1.00 Purchase Order (PO) which will state the terms, conditions, and time limits of the trial period.

**II. SCOPE:**

**III. POLICY:**

**IV. DEFINITIONS:**

**V. PROCEDURE:**

Departments should forward a completed Purchase Requisition to the Purchasing Department and attach a quote and/or any terms from the vendor. Purchasing will review the terms of the trial equipment and process a Purchase Order if the terms are acceptable. Special attention must be paid to the terms of ownership after the trial period. Upon a decision by the department to order the equipment on demonstration, a new Purchase Requisition should be forwarded to Purchasing along with any additional supporting documents. Purchasing will increase the Purchase Order to accommodate the purchase.