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.