

## How Do I Handle...

### *Equipment Demonstration*

Direct communications between faculty/staff and vendors is encouraged. In some circumstances, it may be desirable to have a vendor demonstrate a piece of equipment prior to initiating budgetary and purchasing action. Please bear in mind the following guidelines:

1. A demonstration is a short term event. It is completed within a few hours (no more than eight), does not include training of university employees and the equipment leaves campus after the demonstration. There should be no cost or obligation to the university associated with a demonstration.
2. Equipment left in the custody of the university is considered to be on loan. If equipment remains on campus for testing after a demonstration, it is recommended that there be a written agreement regarding the loan of the equipment at the time of acceptance. This agreement should include a full description of the equipment, including the value of the equipment and information about the length of the loan. Loaned equipment should not be left on campus longer than 30 days.
3. For more information on loaned equipment, contact the Office of Sponsored Programs and visit their website: [OSP-18 03: Equipment Loan Agreements and Software Licensing Agreements](#) and [Fixed Assets Accounting Procedures 3950](#).
4. Do not agree to, or sign, any documents related to the demonstration or loan without prior review of Legal Counsel.
5. Demonstration or loaned equipment cannot be purchased as "used" equipment unless it was previously owned or leased by another party.
6. If a decision is made to purchase the type of equipment demonstrated, university Procurement will seek competition in accordance with the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors.