

Alternatives to Buying New

With the increasing pressure on budgets and scrutiny from funding bodies to maximise the use of finances and of equipment already available in other Departments and Institutions, this short guide is designed to help Departments consider alternatives to purchasing new equipment. As policies and functionality develop, this guidance will be expanded.

Using Existing Equipment in Other Departments

To facilitate the grant application process and the proposed sharing of equipment, the University has developed an **Equipment and Facilities Database** to promote the sharing of resources: <http://www.equipment.admin.cam.ac.uk/>

The Database has so far been able to provide staff, students, and researchers access to 60 Facilities and over 1900 individual items of Equipment within Cambridge, and to 232 Facilities across Cambridge, Oxford, Imperial, UCL, and Southampton.

Specific data from Cambridge is also available upon the National Equipment Sharing Portal <http://equipment.data.ac.uk> and this forms another part of the University's global initiative to raise awareness of equipment sharing and drive efficiencies by maximising the opportunity for national and international collaboration.

Used Equipment – Obtaining Free of Charge or Purchasing

Departments may use Xchange, <http://xchange.procureweb.ac.uk/> which is an online system that enables institutes or Research Councils to buy required equipment, or sell equipment that is redundant and surplus to their requirements.

Obtaining used equipment does carry some risk, particularly if the equipment is complex and has potential health and safety implications. To that end, buyers should obtain a written statement from the department or institution offering the equipment, stating that the goods are second-hand and not sold as new, and drawing attention to any known defects or hazardous features.

It is therefore recommended, if purchasing through Xchange, that you follow the guidance in the “Shop Safely” link <http://xchange.procureweb.ac.uk/Help.aspx#shopSafely> on the Homepage. As well as User Guides, this page includes two templates that can be used as a Transfer of Goods Agreement – a basic one and a more detailed version. Except for the more basic of items such as furniture, books, etc., it is recommended the detailed version is used.

Following agreement of such terms, a Purchase Order should then be raised in the normal way.