



# University of Pittsburgh Policy Supplier Loaned Property

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1 of 3

Category: Financial Affairs

Section: Purchasing

Contents:

- Policy Statement
- Definitions
- Stakeholders
- Responsibilities
- Contacts
- Other University policies, procedures, and resources
- History

Policy Number: FN 23 (formerly 05-02-13)

Effective date: September 5, 2017

Responsible University Officer:

- Senior Vice Chancellor and Chief Financial Officer

Responsible Department

- Purchasing Services Department

Subject index:

[Written form of agreement](#)

[Property valued at \\$10,000 and under](#)

[Property valued at over \\$10,000](#)

[Supplier refusal](#)

[End of evaluation period](#)

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## POLICY STATEMENT

This policy establishes responsibilities for making commitments on behalf of the University for Supplier-owned Property loaned or brought to the University on a trial basis for evaluation. The University will accept responsibility and liability for the proper use, protection, and return of the property.

The length of the evaluation period may not exceed six months. Requests for evaluation periods greater than six months may be granted by Purchasing Services on a case-by-case basis.

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## DEFINITIONS

Supplier-owned Property – Includes equipment, materials, computer software, or any other type of property for which physical custody is granted to the University without transfer of title.

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## STAKEHOLDERS

- Department buyers and administrators
- Office of the Chief Financial Officer

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## RESPONSIBILITIES

University Purchasers

Written form of contract for use of Supplier-owned Property

- Obtain Supplier-owned Property through use of written agreement



# University of Pittsburgh Policy Supplier Loaned Property

- The University is not responsible for Supplier-owned Property borrowed in a manner other than that required by this policy. The individual or department making such arrangements bears sole responsibility and liability for the Supplier-owned property.

### Property valued at \$10,000 and under

- Obtain Supplier-owned Property by executing the Loan for Use Agreement.

### Property valued at over \$10,000

- Contact assigned Purchasing Services Department Procurement Specialist for assistance in reviewing, negotiating and executing the Loan for Use Agreement which shall be executed by an authorized individual in the Purchasing Services Department.

### Supplier refusal to use the Loan for Use Agreement

- Contact assigned Purchasing Services Department Procurement Specialist if supplier refuses to execute the University's Loan for Use Agreement and insists upon using the supplier's form of agreement.

### End of evaluation period

- Determine if Supplier-owned Property will be returned to supplier or purchased.
  - An item brought to the University for evaluation for possible purchase may or may not be returned to the supplier depending on whether the item meets all user requirements and whether there are any other suppliers which provide an equally effective item. Purchase of an item loaned for evaluation which has a value in excess of \$10,000 must be made in accordance with University policy on competitive bidding.

## Purchasing Services

### Property valued at over \$10,000

- Execute the Loan for Use Agreement which shall be executed by an authorized individual in the Purchasing Services Department.

### Supplier refusal to use the Loan for Use Agreement

- Negotiate and execute the supplier's form of agreement for the use of Supplier-owned Property.

### Exceptions

- Review requests for evaluation periods of greater than six months for Supplier-owned Property.

## CONTACTS

Subject	Contact	Phone	Email
Supplier Loaned Property	Panther Express Customer Service	412-624-2578	pantherexpresscs@cfo.pitt.edu



# University of Pittsburgh Policy Supplier Loaned Property

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3 of 3

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## OTHER UNIVERSITY POLICIES, PROCEDURES, AND RESOURCES

### Policies

[Competitive Bidding](#)

05-02-16

### Procedures

None

### Resources

None

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## HISTORY

Updated 9/5/17 TEY