

## **Used Furniture**

At times it may be beneficial to buy used or re-conditioned furniture. When these times occur a department must contact the Procurement Office. The Procurement Office needs to source the product being sought however when used furniture is needed expectations should be low as the options are less.

When buying used furniture:

- Warranties may have expired
- Color options will be minimal or based on what's available
- Sizes and options will be minimal
- Furniture may look used and may have blemishes
- At times items may not be available

A product that is most commonly found used are filing cabinets.