

# HKUST Second-Hand Goods Purchasing & Reimbursement Guidelines

Last Updated: May, 2023

HKUST  Sustainability

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Developed by the Sustainable Operations Committee

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## Claims Checklist for Second-Hand Goods Purchase

This checklist serves as your guide for knowing the additional limits and supplementary documentation required for second-hand goods purchases. For each step in the purchasing process below, this document contains links to the relevant supporting documents. Templates can be downloaded via: [Second-Hand Goods Purchase and Reimbursement Templates \(PUBLIC\)](#)

### STEP 1: BEFORE PURCHASING

- Read the “Staff Guidelines for Second-Hand Goods Purchases and Reimbursement” ([Appendix I](#))
  - *Understand which second-hand goods are approved for University business*
  - *Know which reference pricing sources are accepted*
  - *Avoiding actual or perceived conflict of interest*
- Obtain manager’s written approval to authorize the purchase of an item
  - *What information must be included when seeking approval*

### STEP 2: WHEN PURCHASING

- Print and bring the “HKUST Second Hand Goods Sales Invoice” template to be signed (Template [Appendix II](#))
- Check condition of second-hand goods before completing the purchase
  - *Refer to the Guidelines for tips on checking the item before making a purchase*

### STEP 3: WHEN SUBMITTING THE REIMBURSEMENT

- Include a copy of your manager’s written approval/email confirmation that was obtained prior to the purchase
- Include the completed “HKUST Second-Hand Goods Sales Invoice” Template (Template [Appendix II](#))
- Include the completed “Second-Hand Goods Reimbursement Form” (Sample [Appendix III](#) & Blank Template [Appendix IV](#))
  - State business purpose of the purchase
  - Ensure your manager/budget control officer signs to confirm receipt of goods
  - Include price reference comparisons
  - Declaration of conflict of interest

Included in this document:

- [APPENDIX I: Staff Guidelines for Second-Hand Goods Purchases and Reimbursement](#)
- [APPENDIX II: Second-Hand Goods Sales Invoice Template](#)
- [APPENDIX III: Supplementary Form for Second-Hand Goods Reimbursement \(SAMPLE\)](#)
- [APPENDIX IV: Supplementary Form for Second-Hand Goods Reimbursement](#)

Always refer to the [Finance Office website](#) to obtain the most updated Staff Expense Reimbursement Policy.

## **APPENDIX I: Staff Guidelines for Second-Hand Goods Purchases and Reimbursement**

### **Permitted Items for Second-Hand Goods Purchase**

1. Purchasing and reimbursement of second-hand goods will follow the Staff Expense Reimbursement Policy on the [Finance Office website](#), with some additional limits and procedures.
2. Items that are not approved for second-hand purchase:
  - a. Desktop PCs and Laptop PCs are not approved for second-hand goods purchase
  - b. Consumable items such as food and office supplies

### **Accepted Sources for Reference Pricing**

1. Providing reference pricing: second-hand goods purchases should be less expensive than purchasing them new. As part of the reimbursement process, staff should provide reference price for the same model and make of the second-hand good. If a reference price for the exact model and make is not available, staff should reference closely similar items based on features, material, and specifications.
2. Accepted sources of reference pricing:
  - a. HKUST Term Contractors e.g. Offmax
  - b. Online retailers:
    - i. fortress.com.hk
    - ii. yohohongkong.com

### **Avoiding Conflict of Interest**

1. You should read and familiarize yourself with the University [Guidelines on Conflict of Interest](#).
2. To avoid the actual or perceived conflict of interest, do not purchase second-hand goods from family members, close relatives, or personal friends.

### **Managers Pre-Approval**

1. To avoid miscommunication and misunderstanding, you will need to obtain your manager or Budget Control Officer (BCO)'s written permission before proceeding with the purchase.
2. When seeking your manager/BCO approval, you must include:
  - a. Obtain manager's written approval to authorize the purchase of an item
  - o *What to information to include when seeking approval*

### **Tips Purchasing Second-Hand Goods**

1. Staff are responsible for assessing the condition of the second-hand goods before purchase. If the goods are defective or do not match the originally posted condition, managers/BCOs reserve the right not to approve the reimbursement.
2. Tips for ensuring the condition of second-hand goods:
  - a. Request more details and videos/photos from the seller
  - b. When picking up the item, take your time to examine the item under good lighting to find any unreported damages
  - c. For any electronics devices, ask the seller to plug it in, or bring your own battery pack or other related devices in order to carry out a check to ensure it is functioning correctly
  - d. If in doubt about the working condition of the item, do not proceed.



## APPENDIX III: Supplementary Form for Second-Hand Goods Reimbursement (SAMPLE)

This form should be completed and submitted as a supporting document in the non-travel staff claims portal of the Finance Office.

Employee Name:	John Doe	Expense Period From:	June 2023
Employee ID:	200202200	Expense Period To:	July 2023
Manager/BCO:	Jane Doe	Department:	XXXX

### BUSINESS PURPOSE

Item	Indoor stationary bicycle with workstation desk
Reason for purchase	Office renovation; specialized office equipment for demonstrating methods of incorporating wellness into work spaces.  The item is available on a second-hand goods platform for \$500; a nearly identical item is available via term contractor for \$4,950.

### NEW VS. SECOND-HAND ITEM COMPARISON

	NEW ITEM	SECOND-HAND ITEM
Description (Model/Brand) and Specification	With desktop, adjustable height seat and desk, adjustable resistance	Adjustable table and adjustable resistance Condition: Like new
Quantity	1	1
Listed Unit Price	\$4,950	\$500
Final Unit Price	\$4,950	\$500
Total Price	\$4,950	\$500
URL (where applicable)		<a href="https://www.carousell.com.hk/p/indoor-bicycle-with-table-1185110396/">https://www.carousell.com.hk/p/indoor-bicycle-with-table-1185110396/</a>

### Screenshot

Item	Description	Qty.	Net Unit Price (HK\$)	Net Total (HK\$)
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11	Exercise Bike Model: EXP-V9 Color: White Size: 580 x L955 x H1080~1230 - Weight capacity 136kg - Desk top size: 580 x 500mm - Desk top height range: 883-1225mm - Seat height range: 752-942mm - 8 Resistance levels - Exerise digital display - Easy rolling, gravity sensor casters - Whisper - quite pedaling system - Height - adjustable seat	1	4,950.00	4,950.00
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Screenshot of second-hand posting:



## BUDGET CONTROL OFFICER/MANAGER APPROVAL & CERTIFICATION

As the budget control officer/manager responsible for this claim, I gave prior written approval for the purchase of this second-hand item, and I certify that the goods were received by the University.

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LASTNAME, FIRSTNAME

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DATE

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APPROVAL SIGNATURE

## DECLARATION OF CONFLICT OF INTEREST

I have read the University [Guidelines on Conflict of Interest](#) and understand that if I, my family members and close relatives and personal friends have any direct or indirect interest in any individual or company which has business dealings with the University, I shall make a declaration.

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LASTNAME, FIRSTNAME

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DATE

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APPROVAL SIGNATURE

## APPENDIX IV: Supplementary Form for Second-Hand Goods Reimbursement

This form should be completed and submitted as a supporting document in the non-travel staff claims portal of the Finance Office.

Templates can be downloaded via: [Second-Hand Goods Purchase and Reimbursement Templates \(PUBLIC\)](#)

Employee Name:		Expense Period From:	
Employee ID:		Expense Period To:	
Manager/BCO:		Department:	

### BUSINESS PURPOSE

Item	
Reason for purchase	

### NEW VS. SECOND-HAND ITEM COMPARISON

	NEW ITEM	SECOND-HAND ITEM
Description (Model/Brand) and Specification		
Quantity		
Listed Unit Price		
Final Unit Price		
Total Price		
URL (where applicable)		

Screenshot of new item:

Screenshot of second-hand posting:

**BUDGET CONTROL OFFICER/MANAGER APPROVAL & CERTIFICATION**

As the budget control officer/manager responsible for this claim, I gave prior written approval for the purchase of this second-hand item, and I certify that the goods were received by the University.

\_\_\_\_\_  
LASTNAME, FIRSTNAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVAL SIGNATURE

**DECLARATION OF CONFLICT OF INTEREST**

I have read the University [Guidelines on Conflict of Interest](#) and understand that if I, my family members and close relatives and personal friends have any direct or indirect interest in any individual or company which has business dealings with the University, I shall make a declaration.

\_\_\_\_\_  
LASTNAME, FIRSTNAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVAL SIGNATURE