

Claims Checklist for Second-Hand Goods Purchase

This checklist indicates the additional limits and supplementary documentation required for second-hand goods purchases.

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

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

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 to information to include when seeking approval*

WHEN PURCHASING

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

WHEN SUBMITTING THE REIMBURSEMENT

- Include a copy of your manager’s written approval / email confirmation obtained prior to the purchase
- Include the completed “Second-Hand Goods Reimbursement Form” (Appendix II & III)
 - 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
- Include the completed “HKUST Second-Hand Goods Sales Invoice” Template (Appendix IV)

Included in this document:

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

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 II: 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) | | https://www.carousell.com.hk/p/indoor-bicycle-with-table-1185110396/ |

Screenshot

| Item | Description | Qty. | Net Unit Price (HK\$) | Net Total (HK\$) |
|------|-------------|------|-----------------------|------------------|
|------|-------------|------|-----------------------|------------------|

| | | | | |
|----|--|---|----------|----------|
| 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 |
|----|--|---|----------|----------|



Screenshot of second-hand posting:



Description

Posted 4 months ago
Type Other Bicycles
With adjustable table n resistance. Moving sale. Original 2800+

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

APPENDIX III: 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.

| | | | |
|----------------|--|----------------------|--|
| 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

APPENDIX IV: Second-Hand Goods Sales Invoice Template

Date: _____

Employee Name: _____

HKUST Employee ID: _____

Department: _____

| Item Description | Qty | Unit Price | Total |
|------------------|-----|---------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total Payment | |

SELLER'S SIGNATURE

BUYERS/EMPLOYEE'S SIGNATURE