



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
2/01/92

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E2-240.0

SUBJECT

PURCHASING

SUB-TOPIC

LEASE/RENTAL OF EQUIPMENT AND MACHINERY

USE OF FUNDS HELD BY THE STATE TREASURER:

Lease/rental items are competitive and are treated as such by the General Services Commission. Lease/rental orders are not automatically renewed at the end of the lease/rental period or the end of the fiscal year; therefore, it is imperative that requests for lease/rental items be promptly submitted. Therefore, the requisitioner should forward a properly completed purchase requisition (see "Preparation of a Purchase Requisition") to Purchasing at least 4 to 8 weeks before it is desired to have the lease/rental begin and include the following in the **Description** portion:

1. Complete description of the equipment or machinery.
2. Period the rental/lease is to cover (include start and end dates).

Without the proper approvals, the State Comptroller is not authorized to issue checks or warrants for payment. **Do not accept any equipment or machinery from a vendor under a rental agreement until you are notified by UTD Purchasing that an agreement has been approved.**

After receiving a requisitioner's purchase requisition, Purchasing prepares either an Open Market or Contract Purchase Requisition and forwards it to the General Services Commission for processing.

Once approved by the General Services Commission, they solicit a minimum of three (3) written bids, awarding the contract to the lowest and best bidder. UTD Purchasing is then notified of a contract agreement and forwards copies of appropriate purchase orders and rental/lease contracts to the requisitioner.



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SUBJECT

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LEASE/RENTAL OF EQUIPMENT AND MACHINERY - Continued

USE OF FUNDS HELD LOCALLY:

The requisitioner must submit a properly completed purchase requisition to Purchasing (see "Preparation of a Purchase Requisition") and include the following information in the **Description** portion:

1. Complete description of the lease/rental items.
2. Period lease/rental is to cover (include start and end dates).

Purchasing will then request a minimum of three (3) written bids and then select the lowest, best value bidder.

The requisitioner must not accept any leased/rental equipment or machinery from a vendor until a purchase order has been written.