

## **EQUIPMENT RENTAL**

Effective: January 12, 1981 06-10

Most Recent Revision: June 15, 1993

Objective: To establish policy regarding rental of equipment by County departments, excluding budgeted items

Reference: Office of the County Administrator

Policy of the Board of Representatives:

1. Department heads may enter into agreements to rent any equipment upon written notification to the Division of Purchasing provided that funds are available for this purpose in the current year budget. If the agreement spans more than one calendar year, authorization is required from the program committee and the Board of Representatives.