3-06/050.00 - Rental Items

Requests for new rentals require written authorization by the chief administrative officer of the county.

Requests for a change in current rental items shall be prepared on a SH-AD-32A and submitted to Fiscal Administration. The original and one copy of the request shall be submitted to Fiscal Administration. A full justification must be provided and comparison costs supplied. If funding is available and the change in type or model of rental equipment is approved by Fiscal Administration, the request shall be processed. Refer to the county's procurement manual for additional instructions. If rental equipment will be needed for an extended period of time, user shall consider conversion to purchase or lease/purchase.