Part II Chapter 12
Procurement of Equipment Through Rental, Lease, Lease with Purchase Option, or Installment Purchase

A. Requirements. Equipment to be procured through a rental, lease, lease with purchase option, or installment purchase are acquired through the same procedures as the procurement of materials except as follows:

1. If the equipment is available through a lease or lease with purchase option from an effective DGS statewide requirements contract, the agency must lease the equipment from the statewide requirements supplier by issuing a Purchase Order generated from the contract.

2. All leases, leases with purchase options, and lease purchases that cover more than one fiscal year are multi-term contracts and must include a non-appropriation clause.

B. General. A Purchase Order covers the life of the rental, lease, lease with purchase option, or lease purchase agreement. (Annual renewals of Purchase Orders are not required.)