

Part II Chapter 13 Purchase of Rented or Leased Equipment

- A. Requirements.** This procedure is used by Commonwealth Agencies to exercise their right to purchase equipment (to acquire title) already in the agency's possession pursuant to a rental with purchase option, lease with purchase option, or lease purchase agreement.
- B. General.**
1. If the total cost of the equipment does not exceed the small no-bid threshold listed in [Part I Chapter 07, Thresholds and Delegations](#), use the procurement procedure in [Part II Chapter 01, Small No-Bid Procurements](#).
 2. If the lease of the equipment was originally processed through a competitive procurement procedure and the terms of the lease clearly outline the process for the possession of the equipment upon completion of the lease, prepare and submit a Purchase Requisition to DGS, Bureau of Procurement. The amount of the Purchase Requisition is calculated using the price under the terms of the original agreement with accrued credits. Referenced to the original lease, purchase order, and supporting documentation will facilitate the procurement process.
 3. If the procedures outlined above do not apply, then utilize the procurement procedure that applies based on the threshold outlined in Part I Chapter 07, Thresholds and Delegations and the conditions for the selection of a contract method set forth in [Part I Chapter 06, Methods of Awarding Contracts](#).
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References:

1. [Part I Chapter 07, Thresholds and Delegations](#)
2. [Part II Chapter 01, Small No-Bid Material Procurements](#)
3. [Part I Chapter 06, Methods of Awarding Contracts](#)