

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-E-12
		Effective 3-10-04
Section CONTRACTING, ORDERING, RECEIVING AND PAYMENT	Agencies Affected ALL	Replaces 1-3-03
Title LEASE AND RENTAL AGREEMENTS		Page 1 of 1

AUTHORITY: [Wis. Stats.](#) 16.705
20.915

SCOPE: - to establish authority and policy for the state's leasing and rental activities

- CONTENT: I. The objective of the leasing process is to provide, by formal contract with express terms, use without ownership of certain equipment, permanent personal property or miscellaneous capital.
- II. The objective of the rental process is to provide, as a short term expedient, the use of personal property for a fee. The agreement reached is a contract.
- III. The rental/leasing function may be delegated by the State Bureau of Procurement to agencies, who are expected to observe the best interests of the state and sound procurement practices. All applicable procurement policies apply to a lease or rental as they do to a purchase.
- A. Prior approval by the State Bureau of Procurement is required for leasing printing equipment and data processing equipment.
- B. Prior approval by the State Bureau of Procurement is required for leasing or renting aircraft, trucks, motorcycles and automobiles for 30 consecutive days or more. For these leases, agencies will comply with the procedures in [PRO-E-22](#), Leasing/Rental, Passenger Sedans; Vans and Station Wagons; Work Vans, Trucks and Buses; Airplanes; and Motorcycles.
- IV. Rental or lease is generally contracted for a period of months or portion of a month with scheduled billing.
- V. Rental or lease agreements may be cancelled by either party with 30 days notice.
- VI. To determine the value of a lease or rental agreement, in establishing which levels of delegation apply or what the dollar value of the transaction is to be considered to be, use the sum of all scheduled payments up to a maximum of one year.

Authorized:



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State Bureau of Procurement