

Los Angeles City College Administrative Services "How To" Book	Contracting Procedures	VII
		E-5
How Do I Rent Or Lease Equipment?		

A. Brief Description

These procedures are established to guide staff in the processing of a lease or a rental for equipment. As per the LACCD Procurement Guidelines, a lease occurs for a fixed period or term greater than one year and less than ten (10) years. Any Agreement with a term that is equal to or less than one year is considered a rental. Any lease with a term greater than ten (10) years is prohibited by LACCD in compliance with the Education Code. **(Educational Code 81550)**

B. How To

1. All leases, regardless of the amount in question, are the direct responsibility of the LACCD Contract and Purchasing Section and are handled in that office.
2. A lease for equipment is entered into the SAP system as an RFC (Request for Contract) at the college level and the District Contract and Purchasing Section takes over the process thereafter.
3. If the desired equipment to be leased requires electrical installation, the purchase requestor must consult the Director of College Facilities to confirm that the desired item is appropriate and acceptable for use with existing electrical equipment or additional or complimentary equipment will have to be purchased.
4. If the item to be leased is audio-visual or technology equipment, the purchasing requestor must consult the local Information Technology Department.
5. The lease term must not exceed the useful life of the asset or ten years, whichever is shorter. Useful life of equipment that may be leased by the District are:

<u>Equipment</u>	<u>Useful Life</u>
a) Furniture	7 years
b) Computers/Other IT	3-5 years
c) Photocopiers	5 years
d) Vehicle (passengers)	5 years

6. Any rental agreement with the amount equal to or in excess of \$72,400.00 (Seventy-two thousand four hundred dollars), the bid statutory limit, is the responsibility of the LACCD Contract and Purchasing Section and it is handled at the District level.

7. Any Rental below the bid statutory limit is processed similar to contracts at the college level, by either the College Purchasing Department or the College Procurement Specialist. The College Procurement Specialist processes any rental transaction with the amount equal to or greater than \$5000.00 but less than \$72, 400. 00. The College Purchasing Department staff processes any rental transaction with the amount less than \$5000.