

## Rentals

### Machines and Equipment

Rental for some equipment is handled through the CPA if it is available on State Term Contract. Some examples are photocopiers and mailroom equipment. Rental involving the use of state or local funds for equipment not on term contract must be handled according to the same rules governing the purchase of materials.

Procurement Services recommends submitting the requisition 4-7 weeks before the desired rental start date to have the equipment in place when needed. Include the following:

- a complete description of the equipment or machinery;
- the period the rental is to cover (start and end dates);
- the previous purchase order number (if applicable); and
- the location where the equipment or machinery is to be placed.

Rental cannot be paid for any period prior to the beginning date shown on the order or after the expiration or cancellation date of an order, unless a month-to-month rental is agreed upon. Do not accept any equipment or machinery from a vendor under a rental agreement until you are notified by Procurement Services that an agreement has been approved.

Search in ePro for category codes by “contains rental” or “contains rental/lease”. Examples of rentals are listed below.

Classification	ePro Category Code
Rental-Booth, Convention/Exhibits	971-70
Rental-Office Bldg./Office Space	971-45
Rental-Reference Material	981-20

### Vehicle (not employee travel related)

Departments should first seek the use of vehicles or trucks from Facilities Fleet. If a vehicle is not available or capable, departments may seek this service from an outside vendor. Renting a vehicle often requires a written contract. See [Contracts](#) for further processing requirements.

#### Additional Insurance

Additional insurance is recommended when renting a truck for transporting goods, but Risk Management Services does not recommend additional insurance for passenger vehicles if the driver is already covered to drive a university or UNT System vehicle.

Each requisition should contain the following:

- If value exceeds informal bid limits (\$5,000.01), follow [Bid Requirements](#) and document on the requisition bid tab.  
**Note:** If historical value exceeded \$25,000, contact [Procurement Services](#) for formal bid instructions, or **bid exception** documentation such as [Contract Pricing](#).
- An electronically attached rental agreement contract (unsigned).
- Documentation in the requisition’s justification comments section explaining
  - why an outside vendor rather than Facilities Fleet is being chosen;
  - the purpose of the rental; and
  - the benefit to UNT System.
- Identification of additional insurance (**only** if renting a truck to transport goods).  
Exception: Vehicles rented as part of an employee travel or team travel.

**Lease of Space**

The UNT System may process leases of space regardless of the fund source. The designated leasing liaisons for UNT System are the Chancellor, the President of each UNT component university, and their designees. Use one of the category codes below in ePro.

<b>Classification</b>	<b>ePro Category Code</b>
Rental/Lease of Office Space	971-45
Rental/Lease of Storage Space	971-70