

Rental Equipment Procedures

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Questions or comments?

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1.0 Rental Agreement Processing

2.0 Insurance Requirements

2.1 Receipt of Equipment

2.2 Disposal of Equipment

1.0 Rental Agreement Processing

These procedures are for short term (daily) or long term (yearly) rentals.

If a department decides to rent equipment instead of purchasing, the rental agreement is considered a contract and must be processed according to the County contract policy.

Please refer to the contract policy for specific procedures relating to the processing of the rental agreement.

2.0 Insurance Requirements

In rental agreements for equipment it is usually a standard requirement for the company using the equipment to maintain insurance on the item while under contract. In order for the equipment to be covered on the County's insurance, the item must be reported to the Risk Management division of the County Finance Department. This is the responsibility of the using department.

2.1 Receipt of Equipment

After the contract is approved and the equipment is received the department is responsible for notifying the Insurance Advisory Committee of the rental equipment (only if equipment is valued at \$1,000 or more). Notification shall be in memo form and contain the following information.

Date of Acquisition

Type of Equipment

Name of Manufacturer and Model Number

Dollar Value of Equipment

Length of Rental Agreement

2.2 Disposal of Equipment

When the equipment is disposed of either through expiration or termination of the agreement or trade-out of equipment, department shall notify the Risk Management division of the County Finance Department in writing.