

Part II Chapter 12
Procurement of Equipment Through Rental, Lease,
Lease with Purchase Option, or Installment Purchase

- A. Requirements.** Equipment to be procured through a rental, lease, lease with purchase option, or installment purchase are acquired through the same procedures as the procurement of materials except as follows:
- 1.** If the equipment is available through a lease or lease with purchase option from an effective DGS statewide requirements contract, the agency must lease the equipment from the statewide requirements supplier by issuing a Purchase Order generated from the contract.
 - 2.** All leases, leases with purchase options, and lease purchases that cover more than one fiscal year are multi-term contracts and must include an Agency Legal approved Commonwealth non-appropriation clause.
- B. General.** A Purchase Order covers the life of the rental, lease, lease with purchase option, or lease purchase agreement. (Annual renewals of Purchase Orders are not required.)
- C. Software Procurement.** Software, including software as a service or software as a subscription, may not be procured under a lease or installment purchase agreement even if the contract contains lease or installment purchase language.