

## How Do I Buy or Handle...

### *Rental Services for Heavy Equipment*

**Description:**

The rental of large agricultural and construction equipment should be directed through the Procurement department. Any rental agreement must be approved by procurement prior to purchase.

Procurement will review the agreement provided by the rental vendor. This agreement should include a description of the equipment, value, term of rental period, condition, and who is responsible for insuring the equipment. Orders will be processed as follows:

1. Orders falling under department delegation of \$10,000 should be keyed to HokieMart to generate a requisition and purchase order that will be sent electronically to your selected vendor.
  - P-cards should only be used when a vendor doesn't accept a purchase order.
  - P-cards are capped at \$2,000 per transaction.
2. For requests for \$10,000 or more, contact Procurement for instructions.

**For more information contact:**

- Procurement 540-231-6221
- Or [hokiemart@vt.edu](mailto:hokiemart@vt.edu)