

LEASE VS. BUY ON MULTIPLE EQUIPMENT PURCHASES

For requests for multiple miscellaneous equipment items (a grocery basket of equipment pieces) that totals \$100,000 and over, but individual pieces are well under the \$100,000, the Lease Vs. Buy policy will probably not apply. Make a note to file explaining this if the policy is waived based on this.

Please note that a request for a single item with a large quantity, such as 50 refrigerators or workstations, and it is \$100,000 or over, it is subject to lease vs. buy analysis.

Also, if the request is for several items of equipment that will all be purchased from the same vendor and makes up a complete system, and is \$100,000 or over, it is subject to lease vs. buy.