

SAM-PURCHASES

INTERDEPARTMENTAL EQUIPMENT RENTALS

3522.1

(Revised 3/14)

It is intended that agencies exchange available equipment and related services on a rental basis. In order to provide a simplified and uniform procedure for these transactions, departments will use an [Interagency Service Agreement and Invoice \(STD. 13A\)](#) to request the rental of available equipment, order supportive services, and provide the necessary documentation for billing purposes. Rental rates must include charges to recover all direct and indirect costs.

Complete information on interagency rental of mobile equipment, repair facilities, and mobile equipment repair services is included in the following publications:

1. Statewide Mobile Equipment Inventory
2. Repair Facilities Inventory and Location Catalog

These publications are available from the Chairman of the State Equipment Council, care of the Office of Fleet and Asset Management, Department of General Services, 802 Q Street, Sacramento, California 95814. The telephone number for the Office of Fleet and Asset Management is (916) 327-2086 or ATSS 467-2086.

The [Interagency Service Agreement and Invoice \(STD. 13A\)](#) may also be used in the interchange of equipment and related supportive services with city, county, or other local government units within the State.

SALE OR EXCHANGE OF PRODUCTS (See [Government Code Section 11330–35.](#))