

## **SAM—TRANSPORTATION SERVICES**

### **LEASES/RENTALS**

**4120.5**

(New 2/2016)

Vehicles rented or leased for over 30 consecutive calendar days or more than (4) consecutive work weeks (excluding weekends and holidays) are required to be approved through a department's FAP prior to renting or leasing the vehicle. Continually re-renting fleet assets week to week or with a short break after 30 days without seeking OFAM approval is prohibited.