

UConn HEALTH

POLICY NUMBER 2006-27
June 23, 2006

POLICY: PURCHASING: A-14 LOANING OF VENDOR-OWNED EQUIPMENT

PURPOSE:

This policy establishes guidelines for the loan or evaluation of vendor-owned equipment at UConn Health.

SCOPE:

All UConn Health faculty and staff and all Sales Representatives conducting business at UConn Health.

POLICY STATEMENT:

Vendor-owned equipment may be loaned to UConn Health upon Purchasing Department approval of [Loaned Equipment Form](#). The primary purposes for loaned equipment include evaluation and demonstration of new equipment or loaner equipment, i.e. repair. UConn Health shall not be responsible for any unapproved vendor-owned equipment.

Definitions:

1. Sales Representative: Any person who is representing a company, business, or other client to sell their products.
2. [Loaned Equipment Form](#): The form used by UConn Health and vendor to document the terms and conditions under which vendor-owned equipment is loaned.
3. Business Owner: Person or department submitting request for loaned equipment.
4. Purchase Order (PO): A computer generated form issued by the Purchasing Department to procure requested supplies, materials, contractual services or equipment received on a Purchase Requisition.
5. Evaluation Period: The length of time the equipment shall be loaned. The Evaluation Period may not exceed three months from the date of installation.

Responsibilities:

1. **Director of Purchasing** is responsible for ensuring compliance to the policy.
2. **Assistant Director** is responsible for the compliant processing of Loan Equipment Form.
3. **Purchasing Services Officer** is responsible to authorize loaned equipment per the approved [Loaned Equipment Form](#) and issue a NO-VALUE Purchase Order.

4. **Sales Representative** is responsible to complete the [Loaned Equipment Form](#). Equipment may not be delivered without the formal approval of the Purchasing Department
5. **Faculty and Staff** are responsible to complete the [Loaned Equipment Form](#) and issue a NO-VALUE Purchase Requisition. Conflicts of interests shall be reported to the Director or Assistant Director of Purchasing.

Procedures:

1. Faculty and Staff shall:
 - a. Complete the [Loaned Equipment Form](#) and issue a NO-VALUE Purchase Requisitions and forward to Purchasing Department.
2. Sales Representative shall:
 - a. Complete the [Loaned Equipment Form](#) and return to Business Owner.
 - b. Comply with UConn Health Sales Representative Policy A-9c.
3. Purchasing Services Officer shall:
 - a. Confirm Sales Representative is authorized.
 - b. Approve the Loaned Equipment Form.
 - c. Process a NO-VALUE Purchase Order which is supported by a Purchase Requisition and the Loaned Equipment Form

Robert W. Murphy

1/04/07

Director of Purchasing

Date

Peter Deckers

1/11/07

Executive Vice President for Health Affairs

Date

NEW POLICY: June 23, 2006