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.

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**NEW POLICY:** June 23, 2006