



# University of Connecticut Health Center

**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 the University of Connecticut Health Center (UCHC).

**SCOPE:**

All University of Connecticut Health Center faculty and staff and all Sales Representatives conducting business at the University of Connecticut Health Center.

**POLICY STATEMENT:**

Vendor-owned equipment may be loaned to UCHC upon Purchasing Department approval of Loaned Equipment Form (#1-A14). The primary purposes for loaned equipment include evaluation and demonstration of new equipment or loaner equipment, i.e. repair. UCHC 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 #1-A14: The form used by UCHC 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 1-A14 and issue a NO-VALUE Purchase Order.
4. **Sales Representative** is responsible to complete the Loaned Equipment Form ([#1-A14](#)). 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 ([#1-A14](#)) 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 ([#1-A14](#)) and issue a NO-VALUE Purchase Requisitions and forward to Purchasing Department.
2. Sales Representative shall:
  - a. Complete the Loaned Equipment Form (#1-A14) and return to Business Owner.
  - b. Comply with UHC Sales Representative Policy A-9c.
3. Purchasing Services Officer shall:
  - a. Confirm Sales Representative is authorized.
  - b. Approve the Loaned Equipment Form 1-A14.
  - c. Process a NO-VALUE Purchase Order which is supported by a Purchase Requisition and the Loaned Equipment Form 1-A14

**[Link to Purchasing A-14](#)**

**Robert W. Murphy**

**1/04/07**

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**Director of Purchasing**

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**Date**

**Peter Deckers**

**1/11/07**

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**Executive Vice President for Health Affairs**

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**Date**

**NEW POLICY: June 23, 2006**