

POLICY NUMBER:

APM- 4 - 79

DATE:

August 1, 2003

ISSUED BY:

Linda Haskins

City Manager/Designee

CITY OF MIAMI



REVISIONS

REVISED SECTION

Created
Revised

DATE OF REVISION

03/27/79
08/01/03

ADMINISTRATIVE POLICY

SUBJECT:

LEASING OF LIGHT EQUIPMENT

PURPOSE: To establish responsibility for and control over the leasing of light equipment by City Departments.

THE POLICY WILL BE AS FOLLOWS:

- I** The leasing of light equipment shall be the responsibility of the Director of General Services Administration..
- II** Leased vehicles and other motor equipment are subject to the established policy and procedures for vehicle assignments as outlined in Administrative policy APM-2-79 and the Motor Equipment User's Manuel.
- III** The General Services Administration shall proceed with the specification and bidding process after the request for leasing has been approved and the funding has been established.