

<b>TITLE: Requisition Approval of Rentals of Road Machinery</b>		Approved by Auditor:Martha Galarza
		Admin: Pete Sepulveda Purch: Mike Forbes
		Date Approved – M.F: 6/24/09
Effective Date: 04/02/04	Commissioners Court Date Approved: <i>Rev1</i> 6/25/09	Page No: 1 of 1

## **I. PURPOSE**

to ensure that all Road Machinery Rental Equipment is covered by applicable County Insurance as added by Asst. Auditor.

## **II. SCOPE**

this procedure applies to Purchasing Dept. Staff.

## **III. RESPONSIBILITY**

enforcement of policy all Purchasing Dept. staff.

## **IV. GENERAL**

All requisitions for Road Machinery Equipment Rentals must first be signed by Asst. Auditor - coordinator for Insurance concerns) prior to assigning or issuing a Purchase Order.

This step will flag this individual as to need for securing insurance coverage (as required) for Rental item. (ie: TAC coverage)

This procedure includes all Vehicles and Rentals of Road Machinery.