

**Lease vs. Own**

***Policy***

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to follow the Federal General Procurement Standards (2 CFR 200.318) and adhere to standards in the Federal *Appendix II to Part 200* document. CFBHN analyzes whether to purchase or lease equipment, space and any other purchases where appropriate.

***Purpose***

The purpose of this policy is to outline the procedures in utilized making the decision to lease or purchase.

***Procedure***

1. CFBHN seeks a minimum of three quotes to determine whether it is more economical to lease, rent or purchase.
2. If less than three quotations are received, a written statement as to why additional quotes were not received is prepared and attached to the procurement document.
3. CFBHN follows the guidance as identified in the *Competitive Procurement Process and Distribution of Funding and Purchasing* policies.

<b>Lease vs. Own</b>	Date Issued: <u>08/31/2016</u>
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Linda McKinnon, President/Chief Executive Officer	Review Date: <u>11/03/2020</u>