ASUB Standard Operating Procedure – 8102

Standard Operating Procedure Synopsis

Title: **EQUIPMENT USE FORM**
Approval Date: April 27, 2022
Revision Date, if applicable:
Review Date(s): May 31, 2023
Annual Review Month: May
Responsible Officer (RO): Vice Chancellor for Information Technology
Standard Operating Procedures Manager (PM): Director of ITS Client Services

A. Purpose and Scope

Information Technology Services provides certain technical equipment that the campus community can check out when needed and return after use.

B. Definitions

ITS – Information Technology Services

C. Procedures

1. Download the equipment use form from ITS SharePoint.

2. Fill out and sign the form.

3. Submit the form to helpdesk@asub.edu.

D. Related Information

ITS Equipment Use Request Form