ASUB Standard Operating Procedure – 8104

Standard Operating Procedure Synopsis

Title: **LAPTOP MAINTENANCE FORM**
Approval Date: April 27, 2022
Revision Date, if applicable:
Review Date(s):   June 14, 2023
Annual Review Month: June
Responsible Officer (RO):   Vice Chancellor for Information Technology
Standard Operating Procedures Manager (PM):   Director of ITS Client Services

A. Purpose and Scope

The purpose is to ensure all faculty and staff have updated machines. This process prepares faculty and staff to work on or off campus at any given time with up-to-date technology.

B. Definitions

ITS – Information Technology Services

C. Procedures

1. Download the laptop maintenance form from ITS SharePoint.

2. Fill out form completely.

3. Submit an email request at helpdesk@asub.edu with the form attached.

D. Related Information

Laptop Maintenance Request