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## ASUB Standard Operating Procedure – 4001

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### Standard Operating Procedure Synopsis

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Title: **INSTITUTIONAL ADVANCEMENT EQUIPMENT CHECK-OUT/CHECK-IN**

Approval Date: Feb. 23, 2022

Revision Date, if applicable:

Review Date(s): March 15, 2023; March 6, 2024; March 5, 2025; Feb. 25, 2026

Annual Review Month: March

Responsible Officer (RO): Associate Vice Chancellor for Institutional Advancement

Standard Operating Procedures Manager (PM): Institutional Advancement Administrative Specialist

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### A. Purpose and Scope

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This procedure outlines check-out and return of equipment borrowed from the Office of Institutional Advancement. This ensures the overall performance of the equipment is maintained.

All equipment must be reserved in advance.

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### B. Definitions

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*Institutional Advancement Equipment* – Equipment the Office of Institutional Advancement allows other departments or individuals to check out periodically for use at community events, fairs, parades, trade shows or on-campus events. This includes, but is not limited to, items, such as tents, golf carts, decorations, flowers, step and repeat backdrop, etc.

*High use time* – Regularly scheduled events as well as special events, e.g., commencements, lecture-concert events, etc. During high use times, this form must be completed 72 hours in advance.

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## C. Procedures

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### Checking Out Institutional Advancement Equipment

1. Equipment must be reserved through the online reservation form, [linked here](#).
2. Equipment must be picked up and signed out using the equipment logbook located in the Office of Institutional Advancement.
3. Equipment will only be checked out to an authorized person and that person is responsible for the safe and timely return of the equipment.
4. Equipment will need to be inspected for any damages or missing components by a representative from the Office of Institutional Advancement.

### Checking In Institutional Advancement Equipment

1. When equipment is returned, it should be in the same condition as it was when checked out.
2. The equipment logbook must be signed to reflect that the equipment has been returned in good condition by both the person who checked out the equipment, as well as initialed by the Office of Institutional Advancement representative.

### Equipment Availability

1. The Office of Institutional Advancement is not responsible for equipment availability. Equipment reservations are secured on a first-come first-served basis.
2. Equipment reservations do not renew automatically. If an equipment reservation needs to be extended, a new reservation must be made.
3. All equipment must be checked back in and inspected prior to a new reservation.

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## D. Related Information

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### ASU-Beebe Office of Institutional Advancement check-out form

<https://form.jotform.com/220385550287054>