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## ASUB Standard Operating Procedure – 8102

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### Standard Operating Procedure Synopsis

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Title: **EQUIPMENT USE FORM**

Approval Date: April 27, 2022

Revision Date, if Applicable:

Review Date(s): May 31, 2023; May 8, 2024

Annual Review Month: May

Responsible Officer (RO): Vice Chancellor for Information Technology

Standard Operating Procedures Manager (PM): Director of ITS Client Services

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### A. Purpose and Scope

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

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### B. Definitions

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*ITS* – Information Technology Services

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### C. Procedures

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1. Download the equipment use form from the ITS SharePoint.
2. Fill out and sign the form.
3. Submit the form to [helpdesk@asub.edu](mailto:helpdesk@asub.edu).

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### D. Related Information

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[Equipment Use Request Form.pdf](#)