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## ASUB Standard Operating Procedure – 8104

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### Standard Operating Procedure Synopsis

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Title: **LAPTOP MAINTENANCE FORM**

Approval Date: April 27, 2022

Revision Date, if applicable:

Review Date(s): June 14, 2023; June 18, 2024

Annual Review Month: June

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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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.

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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 laptop maintenance form from ITS SharePoint.
2. Fill out form completely.
3. Submit an email request at [helpdesk@asub.edu](mailto:helpdesk@asub.edu) with the form attached.

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### D. Related Information

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[LAPTOP MAINTENANCE FORM.pdf](#)