

Revision Responsibility: Associate Vice President for Business Services

Responsible Executive Office: Vice President for Financial and Administrative Services

Source/Reference: None

PURPOSE

To define responsibility and procedures for service and/or repair of equipment.

POLICY

The purchasing office is to be notified when college equipment requires servicing or repair.

PROCEDURES

- I. When service of equipment is required, the purchasing office will be notified of the problem. The purchasing office will determine if the equipment is covered by a service contract and if the service may be performed on campus. The purchasing office will make arrangements for equipment repair and delivery.
- II. When service must be performed off campus, the purchasing office will notify the property administrator of any movement of equipment off campus for repair.