

	Technology Services Assets Team	SOP #	TS-AAS-AS-014
		Revision #	
		Implementation Date	8/6/2015
Page #	1 of 2	Last Reviewed/Update Date	8/5/2015
SOP Owner	Leonard Chance IV	Approval	
SOP Name	Replace Outdated Staff Devices		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to document a uniform method to replace administrative technology assets within a campus or administrative building.

2. Scope

This procedure is for staff with end of life equipment.

3. Prerequisites

All technology inventory issued district property.

4. Responsibilities

CCC communicates replacement devices to campus.

The Technology Services Assets Team identifies the individuals with end of life equipment and records the collection of devices from staff.



**Technology Services
Assets Team**

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5. Procedure

#	Step	Responsibility
1	The Technology Services Assets Team will identify a list of replacement assets assigned to administrative staff in TIPWeb-IT. This list will be sent to the CCC and posted on the Technology Services Assets Team website.	Technology Services Assets Team
2	The CCC will communicate to each campus the list of replacement assets along with instructions for preparing assets for pickup and replacement.	CCC
3	The Technology Services Assets Team will communicate to each staff member, and campus technology representative, with assigned inventory instructions for preparing assets for pickup and replacement.	Technology Services Assets Team
4	The Campus Technology representative will verify that Staff assignment and room information is correct, in TIPWeb-IT, to ensure proper replacement.	Campus Service Technician