

# EQUIPMENT MOVE PROCEDURE

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*Related Board of Trustees Policy: N/A*

*Approval: August 2012*

*Revision:*

*NC Statewide Technology Standards: 50405, 50601, and 50708*

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**Purpose:** To safeguard and maintain accountability for equipment.

Equipment may be transferred to another room by completing an **Employee—New/Move/Change Checklist** request online at the Craven Community College website. The form is automatically e-mailed to Facilities, Security, and Technology Services. The form is also automatically entered into the Help Desk System.

This information should include:

- Name, department, and job title of new/moved employee
- Current location
- New Location
- Equipment/Resources needed
- Any Additional Information

The Help Ticket is assigned to an IT Technician. When the move is completed the ticket will be closed.

The Technology Services technician who is responsible for updating the department's equipment inventory will review the closed Move Requests at the end of each day and update as needed.

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