**Equipment Sign-out Policy and Procedures**

Due to recent inquires and incidents regarding SCG’s equipment request system, we wanted to remind everyone of the checkout policy and procedures.

The objective of these policies and procedures are to:

1) Ensure appropriate department management and accountability for SCG’s computer assets; and

2) Establish procedural steps for employees to follow in the event of lost, stolen, or damaged computer equipment.

What the IT Dept. does:

* Thoroughly checks equipment, windows and programs to ensure they are updated and functioning properly.
* Examines contents of the bag to confirm all items are in the bag. Contents of the bag are checked off on the equipment sign out sheet before releasing to staff.
* Reviews the checklist and items in the bag with requestor prior to releasing the bag and equipment to requestor. Requestor must sign off on inventory sheet. A copy of the signed sheet will be included in the bag.
* When equipment is returned, IT goes through the bag to confirm all items that were in the bag when checked out have been returned when checked back in. IT also visually inspects equipment to make sure there is no damage to the equipment.

What is required of staff:

* Sign off on the equipment sign out sheet verifying that all items marked by IT are included in the bag.
* Confirm all equipment is accounted for before and after leaving any offsite locations.
* Notify IT Department it equipment is not functioning properly.
* Report lost or stolen equipment to the IT Department.
* If equipment is stolen on site, please contact on site security or law enforcement immediately.
* Prior to returning equipment to IT, make sure all items are in bag and check off items on the provided copy of the original sign out sheet.

Equipment Replacement/Repair Policies:

* You are responsible for the equipment checked out to you.
* If equipment checked out to you is lost, stolen, or damaged due to negligence, you are responsible for replacing said equipment. Normal wear and tear is covered by SCG.
* SCG IT Support will assist you with researching replacement equipment for said lost, stolen, or damaged equipment.