



**Revision Responsibility:** Associate Vice President for Business Services  
**Responsible Executive Officer:** Vice President for Finance and Administration

**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 Warranty. If the equipment is not covered by a Service Warranty, a requisition for the service cost will be initiated by the Department.
- 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.

*Revised April 18, 2000 (new policy format); December 12, 2011 (new policy format and updated titles); revised September 2019; reviewed/accepted by Cabinet, approved/signed by the President September 2022.*