



Policy Title:	Checkout Procedure of Technological Equipment
Service Area:	Technology
Policy Number:	
Policy Form(s) (if applicable):	
Performance Standards Reference:	
Head Start Act 2007 Reference:	
Minimum Standards (if applicable):	
Revision Date:	
Policy Council Approval Date:	
Advisory Committee Approval Date:	

Policy:

The purpose of this policy is to ensure technology resources provided for checkout remain in working order and are available to staff in the support of our educational mission.

The Systems Analyst maintains a pool of equipment available at no cost to staff. The primary purpose of equipment checkout is to enhance program productivity and university activities and to conduct EHS/University business.

1. A valid UTRGV email address must be obtained before checkout.
2. Equipment is to be used only for university-related activities.
3. Equipment is available on a first-come, first-served basis.
4. The maximum length of time an item may be checked out is for the duration of employment at the EHS department.
5. Equipment is to be returned in its entirety. This includes but is not limited to: Power cords, cable, peripherals such as docking stations, portable printers, power surge protectors and electrical cords, etc.
6. While equipment is in your possession, you are responsible for the equipment at all times.
7. You may not loan the equipment to anyone.
8. Do not leave equipment unattended.
9. If an item is not returned, a notification will be sent to the Program Investigator and Center Designee.
10. If an item is damaged, you must notify the Systems Analyst for repair or replacement of equipment.

Note: After 3 business days, the equipment will be considered stolen property. The appropriate authorities will be notified.