	PROCEDURE 223.002
![Arizona Western College logo]	
	Last Revision Date: 05/06/2025
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Section: Technology	**Subject:** Standard Equipment Issue

PURPOSE

The purpose is to outline the procedure Arizona Western College's (AWC) Information Technology Services & Support (ITSS) takes to govern the use of, and payment for, technology equipment (such as computers, laptops, and standard accessories) required for employees at AWC. The purchase of IT equipment will facilitate efforts toward maximum fulfillment of its mission goals and objectives in support of employees' efforts to fulfill that mission.

SCOPE

This procedure applies to all users of AWC information technology assets, and equipment used by all full-time and part-time employees.

PROCEDURE

1. All employees with individual dedicated office spaces will be issued either the Microsoft Windows based Laptop Mobile Solution or Desktop Solution.
   Laptop Mobile Solution. The Laptop Mobile Solution is the primary solution for all AWC Employees. The Laptop Mobile Solution may include:
      1.1.1 (2) 24-inch Monitors, (1) Laptop, (1) Mouse, (1) Keyboard, (1) Docking Station, (1) USB Hub, (1) Webcam, (1) Soundbar
      1.1.2 Latest version of Microsoft's Operating System and Office Suite.
   1.2 Desktop Solution. The desktop solution will be used when an employes work environment is shared or where a laptop is less conducive to their duties. The Desktop Solution may include:
      1.2.1 (2) 24-inch Monitors, (1) PC, (1) Mouse, (1) Keyboard, (1) Webcam, (1) Soundbar
      1.2.2 Latest version of Microsoft's Operating System and Office Suite.

2 Remote / Part-time Staff
    2.1 Part-time employees, Part-time Student Employees, and any employee hired by AWC who works limited on-campus hours, may be issued the below standard equipment. This solution includes workstations used by multiple employees, student employees and interns at a multiuse workstation. Rotating Workstations will be issued the following:
        2.1.1 (2) 24-inch Monitors, (1) PC, (1) Mouse, (1) Keyboard, (1) Webcam, (1) Soundbar
        2.1.2 Latest version of Microsoft's Operating System and Office Suite.
    2.2 In certain circumstances, the standard employee issue can be requested by the employee's supervisor with adequate justification.

3 Exceptions
    3.1 Employees requesting a solution beyond the standard issue. i.e., Apple Devices (including Macintosh desktops and laptops, tablets, phones, etc.) or larger monitors, etc. should coordinate with the IT Department for a quote for the equipment desired. Any technology not issued by ITSS will be funded by the requested department and approved by the employee's supervisor.
        3.1.1 As part of the quote process, hardware purchases will be vetted by ITSS to ensure that the hardware meets ITSS standards.
    3.2 Smaller components and accessories are not paid for, nor reimbursed by AWC's ITSS:
        3.2.1 Vari-Desk, Compatible Monitor Arms, Wireless Keyboard, or Mouse, Headphones of any kind, Additional Monitors, or Monitors beyond the standard issuance of 24 inches provided by ITSS.

4 Non-Supported Equipment
    4.1 Equipment not vetted by ITSS will not be supported. This may also mean devices are denied access to applications and network connectivity.

5 Tech Purchase Requests
    5.1 Any technology not issued by ITSS will be funded by the requesting department by their usual approval process.
    5.2 To simplify the purchasing process, maintain effective quality control, equipment tracking and inventory, Technology purchases are facilitated through the ITSS Administrative Assistant.
    5.3 Training Video and PowerPoint are available for departmental review of this   process to support successful operation and implementation.

5.4 All Tech Purchase Requests which must be submitted via webform: https://wkf.ms/3USOn0I

6   Assignments / Issuance

6.1 Employees will be required to acknowledge acceptance of assigned equipment being issued to them. This assignment will be placed in inventory controls for accountability.