

PROCEDURE MANUAL



**ARIZONA
WESTERN
COLLEGE**

PROCEDURE 223.002

Page 1 of 3

Last Revision Date: 03-11-2026

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Section: Technology	Subject: Standard Equipment Issue
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PURPOSE

The purpose is to outline the procedure Arizona Western College's (AWC) Information Technology Services & Support (ITSS) takes to govern the issuance, use, and funding of technology equipment (such as computers, laptops, and standard accessories) required for employees at AWC.

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. Employees may be issued either the Microsoft Windows based Laptop Mobile Solution or Desktop Solution.
2. Employees issued equipment are responsible for complying with Procedure 223.001, Acceptable use of Information Technology Resources.
3. Laptop Mobile Solution. The Laptop Mobile Solution is the primary solution for AWC Employees.
 - a. The Laptop Mobile Solution may include:
 - i. (2) 24-inch Monitors, (1) Laptop, (1) Mouse, (1) Keyboard, (1) Docking Station, (1) USB Hub, (1) Webcam, (1) Soundbar
 - ii. Latest version of Microsoft's Operating System and Office Suite.
 - b. Desktop Solution. The desktop solution will be used when an employee's work environment is shared or where a laptop is less conducive to their duties. The Desktop Solution may include:
 - i. (2) 24-inch Monitors, (1) PC, (1) Mouse, (1) Keyboard, (1) Webcam, (1) Soundbar
 - ii. Latest version of Microsoft's Operating System and Office Suite.
 - c. Remote / Part-time Staff: Part-time employees, Part-time Student Employees, and employee(s) hired by AWC who work limited on-campus hours, may be issued 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:
 - i. (2) 24-inch Monitors, (1) PC, (1) Mouse, (1) Keyboard, (1) Webcam, (1) Soundbar
 - ii. Latest version of Microsoft's Operating System and Office Suite.
 - d. Equipment issuance follows the standard employee set up when requested by the employee's supervisor with adequate justification and communication.
 - e. Exceptions
 - i. 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 employees' supervisor in advance of purchase and issuance.

- ii. As part of the quote process, hardware purchases will be vetted by ITSS to ensure that the hardware meets ITSS standards.
- iii. Smaller components and accessories are not paid for by ITSS:
- iv. 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

- a. 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

- a. Any technology not issued by ITSS will be funded by the requesting department by their usual approval process.
- b. To simplify the purchasing process, maintain effective quality control, equipment tracking and inventory, Technology purchases are facilitated centrally through ITSS and MyAWC Portal via a webform.

6. Assignments / Issuance

- a. Employees must acknowledge receipt of assigned equipment. All issued equipment will be recorded in the asset inventory system for tracking and accountability.

HISTORY

IT Reviewer Name	Update Date	AWC Reviewer	Approval Date
Scott Estes, Caleigh Flores, Tyler Vodehnal	11/27/2023		
Scott Estes, Tyler Vodehnal, Mercedes soto	3/4/2025	Ashley Herrington	04/14/2025
Ashley Herrington	6-5-2025	Dr. Daniel Corr	05/06/2025
Scott Estes, Tyler Vodehnal	02/04/2026	Dr. Reetika Dhawan	4/13/2026