

## Procedure 4.0113

### Repairs to Equipment and Service Contracts Procedure

In the event that repairs to equipment are needed, requests should be made by completing an electronic work order ticket. If any type of service contract is needed, forward the request through the appropriate Dean for approval and then to the Director of Campus Operations. In the event that repairs are needed for Information Technology equipment, requests should be made by completing a support ticket in the online Information Technology Helpdesk system.

#### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Services and Resources Policy](#)

#### History

**Senior Staff Review/Approval Dates:** 11/6/13

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*