

# Technology Equipment Transfers SOP

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Procedures to be followed by all district personnel regarding transferring of technology equipment from one location to another to include but not limited to computer, laptop, monitor, printer, projector, document camera, interactive boards, scanners.

## Procedures

To submit a request for equipment to be transferred.

1. Login to Eduphoria <https://tornillo.schoolobjects.com>
2. Click on Help Desk.
3. Click on Create a New Request.
4. Under Technology category, select "Equipment Transfer"
5. Select campus, Room, and enter a detailed request to include reason and original/new locations under the Detail Request box.
6. Technology will review ticket with campus/department supervisor and if approved, assigned IT personnel will perform task of physically moving equipment and updating inventory accordingly.