**Bradley Foundation**

**Standard Operating Procedure**

**Documenting Technology Equipment**

The following steps need to be taken when technology equipment is ordered and arrives.

1. When the invoice comes in, attach the quote.
2. When the equipment arrives, remove the packaging slip from the box and attach it to the invoice and the quote.
3. Scan all documents to the Network folder U:\Network\printers
   1. Use the naming convention found on the other documents – last name, item, date of purchase.
4. On the network drive, add the information to the appropriate tab. Go to U:\network\hardwareinventory\Userequipment
   1. IF the equipment is being replaced, copy and paste the old information to the bottom of the spreadsheet and code “donation”
5. IF there’s a warranty included in any of the equipment, track it in the Expiration dates spreadsheet. U:\network\expirationdates
6. If the new equipment is a printer, the following information needs to be given to the Office Assistant:
   1. Model
   2. Purchase date
   3. Serial #
   4. Location
   5. Functions
   6. Network or local