

UTEP INVENTORY ROOM PROCESS AND PROTOCOL

Inventory Room General Guidelines

1. Faculty are allowed in the Inventory Room alone
 - a. Students may only enter if they are being observed by a faculty member
 2. The inventory room door must always be closed and locked
 3. All equipment must be returned to it's designated spaces
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Equipment Check Out Process

1. **STUDENTS WITH FACULTY:**
 - a. Google Form: <https://forms.gle/Hqx4mFtcPsGNFyt89>
 - b. Faculty and/or GA facilitate this process
 - c. Faculty and/or GA must certify the entered information is accurate
2. Graduate Assistant will enter the submitted information into the CutTime inventory interface within 1 week of receiving the entry



Equipment Return Process

1. **STUDENTS WITH FACULTY:**
 - a. Complete Google Form: <https://forms.gle/BMpRQVvRDsJbmObW8>
 - b. Faculty and/or GA facilitate this process
 - c. Faculty and/or GA must certify the entered information is accurate
2. Graduate Assistant will enter the submitted information into the the CutTime inventory interface within 1 week of receiving the entry



Instrument Repair Process

1. **FACULTY ONLY:**
 - a. Fill out this Form: <https://forms.gle/vHGYaH9zHNx1Nyoh9>
2. Completed form is sent for funds approval or disapproval
3. Faculty send their approval or disapproval to mkpalmer@miners.utep.edu
4. Approved repairs are sent to Olivas or other vendors on a case by case basis



Charge Process

1. Students will return their equipment within in 1 week of being asked
2. After 1 week the student will be specifically emailed detailing the equipment they must return. The equipment must be returned within 48 hours
3. If any equipment is not returned within 6 weeks the Department of Music Reserves the right to charge the student for the cost of the equipment and enlist the University of Texas at El Paso Police to retrieve said equipment and reserve the right to press charges for unrecovered equipment.