SAMPLE / AUTHORED HANDBOOK

Equipment replacement

DEMO-EQUIPMENT / version 4 / general_staff

CURRENT EXAMPLE VERSION

01 SCOPE

This sample handbook describes the approval role for a replacement laptop and the delivery handoff.

03 APPROVAL AND DELIVERY

p1 Replacement requests require department manager approval.

p2 The equipment team arranges delivery after approval.

04 WHAT THIS DOCUMENT CANNOT ANSWER

No individual request status is supplied in this document. The general approval process does not establish whether a personal request has been approved.

General process only. No personal case data or model output.

Citations retain version 4, section and paragraph IDs.