



PROPERTY MANAGEMENT/INFORMATION TECHNOLOGY

Procedure for Returning Graduate Center Equipment

To return Graduate Center equipment, please follow the procedure below:

1. Return equipment to the Department Head.
2. The Department Head or his/her designee will contact the Help Desk either at helpdesk@gc.cuny.edu or ext. 7300 to request to have the equipment picked-up; an IT staff member will open and close a work order stating that the equipment has been returned.
3. IT will send relevant information to the Property Management Office (PMO) stating that the equipment has been returned along with its current location.
4. The PMO will update the Graduate Center's "INSITE" tracking system database to reflect any changes pertaining to the equipment being returned.