EQUIPMENT REQUEST — TEST SOP

Owner: Operations coordinator | Version: 0.2 | Status: TEST ONLY
Purpose: Document a fictional employee equipment request. No request is sent and no purchase is made.

Walkthrough

1. Open the internal equipment request form.
2. Enter the synthetic requester name: Test Employee.
3. Select the equipment category: Monitor.
4. Enter the business reason: Replacement for a failed display.
5. Check whether a suitable spare is available.
6. Record manager review as Pending; do not invent approval.
7. Assign the next action to the operations coordinator.
8. Save the request as a draft and record the reference TEST-008.

Exception: If no spare is available, seek purchasing approval before ordering.
Review note: Operations coordinator to review on 15 December 2026. Fictional assignment for the export test.