

**INFORMATION TECHNOLOGY SMALL ASSET INVENTORY CONTROL POLICY**

Area: University	Number:
Subject: Inventory Control	Issued: 3/9/2012
Applies To: University	Revised: n/a
Sources: VP Information Technology Services & Chief Information Officer	Page(s): 2

## **I. Purpose**

The purpose of this policy is to establish property management procedures for computers and other personal devices less than \$3,000, owned and/or operated by the University.

## **II. Policy Statement**

It is University policy that personal computers valued less than \$3,000 (Equipment) shall be inventoried and accounted for annually, according to procedures determined by the Vice President for Information Technology and Vice President for Business and Finance.

## **III. Exclusions**

The following Equipment is exempted from inventory:

1. Special purpose computer(s), less than \$3,000 in value, not connected to the network, that are an integral part of or essential to the control of research equipment, sensors or other specialized equipment.
2. Projectors
3. Printers
4. External devices, disk drives, cameras and other peripherals.

## **IV. Procedures**

Procedures will be maintained to work in conjunction with University procurement and equipment disposal policies and procedures.

A. The inventory of personal computers shall be accomplished by automated remote electronic sampling via the University data network. An ITS authorized software agent is required on Equipment.

1. IT Services will maintain a database of Equipment, and periodically report on the University's possession of Equipment.
2. Any Equipment that is not reporting to be in the possession of the University will be immediately investigated and documented.

- B. Any equipment not attached to the University network and not exempt from inventory will be verified and counted, at least annually, through correspondence and/or a physical inspection that assigned equipment is in the possession of the University. IT Services will maintain an electronic inventory and verification process for equipment meeting this criterion.
- C. In accordance with USG policy 7.11.9, USG property such as portable personal computers or similar items may be removed from an institution to the home of an employee or an off-campus site when the purpose is for business only. IT Services will maintain an electronic application process, inventory and verification process for equipment meeting this criterion.
- D. To transfer Equipment from one department or location to another does not require formal paperwork. Notification to IT Services is sufficient.
- E. Any Equipment determined to be lost or stolen will be reported to Campus Police.