

INFORMATION TECHNOLOGY SMALL ASSET INVENTORY CONTROL PROCEDURES

Area: University
Subject: Inventory Control
Applies To: University
Sources: VP Information Technology Services & Chief Information Officer

Number:
Issued: 9/17/2012
Revised: n/a
Page(s): 2

Responsibilities

Central Receiving will maintain procedures for:

1. Receipt of equipment and match to Purchase Order documents.
2. Notification to a designated IT Services liaison that equipment (including type and quantity) has been received and will be delivered to person/department.

IT Technicians in all University departments will maintain procedures for:

1. Tagging of new equipment "Property of Georgia Southern University" at installation.
2. Cataloging of all University owned computer Equipment in SCCM or other appropriate database.
3. Installation of Microsoft SCCM software or approved agents on all compatible University-owned computers.
4. Adherence to naming conventions to identify physical location of Equipment
5. Periodic review and follow-up of "Missing" list generated by SCCM.

End-User Responsibilities:

1. Equipment will be used for its intended University business purposes. Users who are issued Equipment are expected to exercise good stewardship in the care of the equipment. End-users also have these important responsibilities:
2. If equipment is lost or stolen, promptly report the loss to IT Services and/or a Supervisor and/or University Police.
3. For equipment that does not reside on the campus network, or does not connect via VPN service, or has been authorized for home use, you will be asked to verify through electronic correspondence or physical inspection that assigned equipment is in your possession.

General Procedures for IT Small Assets Inventory Control

Receiving New Equipment

1. Procurement will contact IT Services via email (Devices@GeorgiaSouthern.edu), once daily, to notify when new equipment is delivered to a department. The notification will include the model number, the PO number, and the quantity that was delivered.
2. ITS will notify the Technical Representative that supports the department that received the equipment.
3. The assigned technician will visit the department to gather the information needed to setup the equipment and to apply a property of GSU decal.
4. The Technical Representative will submit the information to the Enterprise Device Management Services (EDMS).
5. EDMS will import the needed data into SCCM and submit a DHCP request to NetTel.
6. EDMS will contact the Technical Representative when the equipment is ready for deployment.

Periodic Inventory Review Procedures

1. An inventory report will be generated on the first Wednesday of each month (excluding the months of June, July, and August) that lists the computers that haven't checked in with the system within the last 30 days.
2. The report will be shared with the Technical Representatives for each area that has a machine that is listed on the report.
3. The Technical Representative will need to document findings by the third Wednesday of the month that the report was generated. (2 Weeks from report generation)
4. Any equipment that can't be located should be reported to the University Police.
5. Mobile users should have an "[Authorization for Off-Campus Use of Equipment](#)" form on file. (Renewed annually)

Equipment Surplus Procedures

1. Computers that are going to be sent to surplus should have the department portion of the name changed to SURP and the remaining characters will be the serial number (e.g. CITS2552202X001 to **SURP65DNZ1**). The name change must be completed while the computer is still on the network and operational.
2. Email EDMS (EDMS@GeorgiaSouthern.edu) to notify them that the name has been changed. The email should include the old name and the new name to avoid confusion.
3. Once EDMS has confirmed the name change in AD/SCCM the Technical Representative will be contacted to move forward with surplus the computer.
4. Failure to change the name, for any reason, will result in a failure to import the replacement machine into SCCM. This will require a manual override and the Technical Representative will need to provide written documentation to EDMS.
5. All required paperwork (The confirmation email from EDMS) should accompany the equipment at the time of pick up.

Relocating Equipment

1. The end user should notify their technical services staff if a computer is moved or needs to be moved to a new location.
2. The technician will use the campus naming convention to rename the computer.