TECHNOLOGY-RELATED FIXED ASSET INVENTORY CONTROL PROCEDURES

New Purchases

When a new computer, printer, projector or other technology-related fixed asset is received:

- A support request to set up the new equipment shall be submitted to Information Technology Services (ITS) with the ITS Job Request System.

- The Information Resource Consultant (IRC) assigned to the request will insure that order is complete and that the equipment is configured to securely and efficiently function on university networks.

- Boxes should not be open prior to the arrival of the IRC.

- Please note that naming standards for technology equipment is designed to facilitate technology and fixed asset inventory management. Host names of computers, printers, projectors or other technology-related fixed assets are not to be altered without prior ITS approval.

- The assigned IRC will complete and return the Inventory Control Sheet that accompanies newly purchased, fixed asset equipment to Central Receiving. A copy of the Inventory Control Sheet will be provided to the designated department representative upon request.

Transfer or Relocation

To transfer a computer, printer, projector or other technology-related fixed asset to a new University department or location:

- A support request describing the requested transfer or relocation of equipment shall be submitted to ITS with the ITS Job Request System.

- The IRC assigned to the request is responsible for certifying that all data is removed from computers, printers, copiers or any technology capable of storing data, in accordance with the SC CIO Hardware Sanitization Policy, prior to any interdepartmental transfer.

- The assigned IRC will complete and return the Inter-Department Computer Transfer or Location Move form to Central Receiving as well as the appropriate sending and receiving departments.

- Central Receiving will complete the inventory transfer immediately unless they are notified of non-acceptance.

Transfer to Surplus Inventory (Campus Warehouse)

To transfer a computer, printer, projector or other technology-related fixed asset to surplus inventory:

- A support request describing the requested transfer of equipment to surplus inventory shall be submitted to ITS with the ITS Job Request System.
- The IRC assigned to the request is responsible for certifying that all data is removed from computers, printers, copiers or any technology capable of storing data, in accordance with the SC CIO Hardware Sanitization Policy, prior to transfer to surplus inventory.

- The assigned IRC will complete the Surplus Computers Data Removal Certification form and attach a copy to each piece of surplus equipment.

- The assigned IRC will complete and return the Inter-Department Computer Transfer or Location Move form to Central Receiving as well as the appropriate sending department.

- Central Receiving will schedule a pick up time for the item.

- Central Receiving will complete the inventory transfer when the item has been received by Central Receiving.

Notes:

- Outside of the above procedures, if an item leaves the assigned area for any reason, documentation of such move should be taken and signatures obtained from the receiver and/or mover of the item.

- In the event that the steward of a fixed asset inventory item leaves the employ of the University, it is the responsibility of the assigned department to assure and document the item's return to the University. Non-returned items must be reported accordingly.

- Central Receiving (beverly@coastal.edu; ext. 2148) should be notified of all inter-department movement of items.