Inventory Control

Overview

Effective January 1, 2018, UGA Property Control's Controlled Assets policy requires that all state-owned equipment above $3,000.00 receive a University control number and decal. This policy change primarily impacts the process of issuing UGA Property Control tags for IT equipment.

It is important that departments and inventory control officers understand two key issues surrounding this policy change:

1. **Removing IT equipment from the UGA Property Control inventory does not waive the department's responsibility to track purchased equipment and ensure it goes to surplus.** Departments are expected to maintain records noting IT equipment assignment. This information should be used to collect equipment back from individuals who depart the university and to ensure equipment goes to surplus for data removal when it is no longer needed in the department.

2. **USG Policy prohibits IT staff from working on personal IT equipment (see Section 8.3.4).** As such, departments are responsible for identifying state-owned equipment.

To assist departments, the College developed the following IT equipment inventory policy to ensure compliance with these policies and to encourage best practice for equipment tracking.

**Franklin College IT Equipment Policy**

Franklin College units are required to use UGA Property Control tags to inventory all off-campus computing equipment including desktops, laptops, and tablets regardless of purchase price.

For on-campus computing equipment under the $3,000 inventory threshold, Franklin College units are required to identify state-owned devices to ensure compliance with USG policy, which prohibits support for personal devices, and to aid in compliance with computer surplus procedures. Departments are encouraged to use UGA Property Control tags to identify and track state-owned computing equipment remaining on-campus.

Franklin OIT will continue to use UGA Property Control tags to identify computers purchased as part of the Primary Computer Lifecycle and using Student Technology Fee funds.

**Responsibility**

Each dean, director, or department head is responsible for all equipment assigned to his/her respective office or department. University policy requires the appointment of an Assistant Inventory Control Officer (AICO) for each unit. The AICO is responsible for departmental procedures related to equipment inventory, notification of equipment transfers as well as other location changes to Property Control, and the completion of an annual physical inventory.

As time and resources allow, Franklin OIT personnel will work with the AICO for each unit to manage and surplus inventoried IT equipment. Franklin OIT personnel will assist with the annual inventory process. Achieving closure on unaccountable equipment is the responsibility of the inventory control officer.

Additionally, Franklin OIT personnel will notify units of any change in inventoried IT components including surplus property, departmental transfers, and intra-department relocations. Franklin OIT personnel will follow relevant off-campus inventory policies and will provide the AICO with equipment information such as control and inventory numbers so that he or she can submit the completed paperwork to Franklin College.