

# ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources

Sub-unit: **DEAN'S OFFICE and COLLEGE**

Subject: **PROCEDURES FOR SENSITIVE EQUIPMENT**

Effective Date: **February 1, 2006**

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## A. Purpose

Purchase and inventory procedures for sensitive equipment are defined in general terms by the University Procurement Policies and Procedures with more specific procedures defined at the College or unit level. Capital Equipment guidelines are very specific and include equipment purchases \$5,000 and over and computer equipment. Sensitive equipment is defined as those items valued at less than \$5,000 which are most at risk of removal, personal use, theft or resale.

College departments are responsible for security and control of all equipment items, with particular attention to those items vulnerable to misappropriation or misuse regardless of the unit cost. Examples of sensitive equipment include but are not limited to calculators, audio-video equipment, and telecommunication equipment. This would include projectors, digital cameras, televisions, DVD and video cassette recorders/players.

## B. Procedure

All items falling under the category of computer, audio or video equipment are to be purchased by the departmental IT person. These items, when appropriate are to be consistent with equipment and software supported by the departmental IT person. Software purchased should only be purchased from an outside vendor after it is determined that a University site license does not exist. This follows University Procurement policy on "Paying Fair and Reasonable Prices" under the Purchasing Card Management System web site.

Once items are purchased they should be University tagged and placed into the University Inventory System. If items are shipped directly to the employee and not to the IT unit then the employee, upon receipt must provide the following information to the departmental IT person:

- Item Description
- Manufacturer, make/model number
- Acquisition cost
- Physical location (building and room number)
- Serial Number
- The position/person responsible for the equipment

## C. Contact

Questions concerning this policy can be directed to the Assistant Dean for Finance and Management.