



## **Texas Wesleyan University Information & Communication Technology**

### **Policy for Technology Inventory Control**

This policy sets down a defined sequence of events that will take place for every piece of equipment purchased by Texas Wesleyan University (TW) and the series of events that will take place to verify the location and the condition of the equipment as it moves through its life cycle at Wesleyan. While this task has been assigned to the Information & Communication Technology (ICT) Department, accomplishing it requires a cooperative effort between all schools, departments and individual employees.

The scope of this policy only covers university technology assets; all other asset tracking efforts should follow procedures outlined in the employee handbook.

### **Procedures**

#### Acquisitions:

1. Items purchased through the appropriate channels and then delivered to ICT
2. Items are given an Asset Tag # and entered into Unassigned Inventory by the Inventory Specialist
3. A work order is generated for the installation of the equipment
4. Before delivery, a technician images the machine with standard university software
5. The technician logs into the TWU domain with the user's account information to capture an audit and insure it is assigned to the correct user

#### Transfers:

1. ICT must receive an Asset Transfer Form filled out and signed by the appropriate "owner" prior to the assets reassignment.
2. The Inventory Specialist will reassign Asset Tag # to the new location in the inventory database.