



Information Technology Equipment Policies & Procedures

TABLE OF CONTENTS

	Page No.
INTRODUCTION.....	3
PURPOSE.....	3
SCOPE.....	3
POLICY.....	3
INFORMATION TECHNOLOGY EQUIPMENT	3
INVENTORY.....	4
EQUIPMENT RECEIVED BY ITS DEPARTMENT.....	4
EQUIPMENT RECEIVED BY INDIVIDUAL DEPARTMENTS.....	4
LOCATION CHANGE (TRANSFER) OR DISPOSAL OF FIXED ASSET.....	4
PHYSICAL INVENTORY.....	5
EXCEPTIONS TO THE POLICY.....	5
POLICY REVIEW.....	5

Introduction

New Jersey City University's ("NJCU") Fixed Asset and Information Technology Services Departments are charged with the responsibility of inventorying, safeguarding, maintaining, and controlling information technology equipment. Both departments are committed to meeting the needs of NJCU and its departments and to ensure that state laws and NJCU regulations are followed. This policy is intended to be the official method to assist all NJCU employees in understanding NJCU's fixed asset process, specifically as it relates to information technology equipment. It has also been developed in accordance with New Jersey State statutes and NJCU policies. As a public institution, we are required to follow these regulations in the conduct of our day-to-day business.

Purpose

To establish NJCU's policies regarding the guidelines for the purchases, tracking and disposal of information technology equipment.

Scope

This policy applies to all faculty and staff and uniformly to all funds administered by NJCU such as departmental budgets, capital funds and restricted accounts including federal, state, and local grants, contracts and specially funded programs.

Policy

NJCU is authorized to carry out the purchasing function through the general policies, guidelines and procedures of Chapter 64 of Title 18A of the New Jersey Statutes (The State College Contract Law). The Purchasing Department is the central purchasing authority for NJCU and is responsible for managing the procurement process on an NJCU wide level including orders, contracts and legal agreements associated with the acquisition of goods and services that support NJCU's initiatives.

The Purchasing Department is responsible for making the final determination of source and supply of goods and services. These decisions will be made in conjunction with the department's user, as appropriate. The Purchasing Department serves as the exclusive channel through which all bids and quotations are handled. NJCU departments may correspond with suppliers in cases where informal prices are needed or where technical details are necessary. In such cases, proper communication and coordination with the Purchasing Department is required prior to committing to such purchases.

Information Technology Equipment

A fixed asset of NJCU is any asset purchased for use in the day-to-day operation of the University from which an economic benefit will be derived over a period greater than one year and a value of \$1,000 or more. Information technology equipment includes computers (desktops and laptops) and any related peripherals, printers, copiers, fax machines, scanners and software. All information technology equipment over \$1,000 should be purchased through the capital budget process working with the Information Technology Department (ITS) of NJCU. This will ensure that the respective hardware and software are licensed, compatible and maintainable by NJCU ITS personnel.

All information technology equipment, such as a printer, which cost less than \$1,000, will be listed in the Fixed Asset System. Although these items will not be capitalized and depreciated, NJCU will be tagging these items with special tags and adding them to the list of assets that the University owns. These items will be included in the Fixed Asset System and subsequent inventory counts will be performed on these items.

Inventory

There is no central Receiving Department for goods. All information technology equipment should be requested through the ITS department.

Equipment received by ITS Department

The ITS department will notify the Fixed Asset Accountant in the Controller's Office in advance of the anticipated date of delivery to make arrangements for the fixed asset accountant to review and tag information technology equipment received. Upon receipt of the equipment, the Fixed Asset Accountant will tag the assets and complete an Asset Inventory System Form (Appendix A) in which the assets will be assigned to the ITS department until they are distributed accordingly to the University community. Once the equipment is distributed to the NJCU community, the ITS department will complete an Inventory Transfer/Disposal Form (Appendix B) that will be approved by the respective department who is custodian of the fixed asset as well as the ITS technician configuring the asset. This documentation will then be sent to the accounting department so that the fixed asset system can be updated.

Equipment received by individual departments

The department ordering the goods will be the responsible party to receive the items ordered and ensure that the goods received are correct. Generally, all orders are received with a packing slip. This packing slip will be compared against the items received. Proper receipt of goods will be acknowledged by signing and dating the packing slip.

Upon receipt of the purchased goods, an Asset Inventory System Form (Appendix A) will be completed by the department receiving the goods. This completed form must be forwarded electronically to Himanshu Patel, fixed asset accountant, HPatel17@njcu.edu in the accounting office. At this time, the Fixed Asset Accountant will make arrangements to physically tag the asset. Once the asset is tagged the Asset Inventory System Form will be approved by the respective department representative who is custodian of the fixed asset, as well as the Accounting Department. The Fixed Asset Accountant will contact the Help Desk requesting the respective hardware or software to be configured for use. All paperwork will be retained by the Fixed Asset Accountant in the Controller's Office.

Please note that information technology equipment will not be set up/configured by the ITS department staff unless documentation has been received from the accounting office ensuring that the asset has been placed in NJCU's fixed asset system as well as physical confirmation that the asset has been tagged by the accounting office.

Location Change (Transfer) or Disposal of a Fixed Asset

Prior to transferring items from one Department to another or disposing of equipment, an Inventory Transfer/Disposal Form (Appendix B) must be completed and e-mailed to the ITS HelpDesk. Upon receipt of the form, an ITS technician will make arrangements to meet with the fixed asset custodian to assess whether the asset can be retained for future use or should be disposed of. The Inventory Transfer/Disposal Form will be authorized by the fixed asset custodian and the ITS HelpDesk Coordinator. This form will be sent to the Fixed Asset Accountant who will make the appropriate change in the fixed asset system and contact the Housekeeping Department to initiate arrangements for the assets to be transferred or disposed of. All paperwork will be retained by the Fixed Asset Accountant in the Controller's Office.

With any transfer or disposal of equipment it is vital for the ITS department to remove all traces of institutional data and licensed software from all data containing devices including but not limited to hard drives, tape, CD-ROM, etc. In addition, federal and state law prohibits the

improper disposal of information technology equipment in relation to environmentally responsible disposition regulations. As such, it is imperative to process all disposals and transfers through the Information Technology Services Department in compliance with the University's computer disposal process in which the Facilities Department will physically dispose of the assets.

Physical Inventory

Periodically, an inventory of all assets will be conducted for each Department. This inventory count will reconcile the items being carried in the Fixed Asset System with the items located in the Department. During the inventory count, all items will be counted and marked on a list of the assets for that Department. If any items can not be located, the Fixed Asset Accountant or his/her representative will seek the help of staff members in the Department in an effort to locate the items. If the asset can not be located, then it will be considered disposed and subsequently deleted from the Fixed Asset System.

Exceptions to the Policy

If the Executive Director deems an exception to a policy advisable and/or necessary, and if it is not feasible to call a board meeting, the Executive Committee shall have power to authorize the exception. Any such exception(s) shall be reported to the board at its next scheduled meeting. Ratification of such action shall be requested.

Policy Review

To assure continued relevance of the guidelines and objectives as established in this policy, the NJCU Board will review the policy at least annually. By June 1 of each year, the policies shall be reviewed and updated.



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