## Policy 414: IT Equipment Inventory Policy

Category: Personnel

Covered Individuals: All CEI Employees

Approved: 08/26/2025

**414.1 Policy**

The College of Eastern Idaho (CEI) is committed to safeguarding its technological resources and ensuring their effective use. This policy establishes general guidelines for the tracking, management, and maintenance of IT equipment inventory. Its purpose is to promote accountability, optimize asset utilization, and protect the College’s information technology investments across all departments and functions.

**414.2 Procedures**

This policy applies to all employees, contractors, and third-party users who are issued or manage IT equipment. For the purposes of this policy, IT equipment refers to all physical technology assets owned, leased, or managed by CEI, including but not limited to:

* Computers (desktops, laptops, workstations)
* Mobile devices (tablets, smartphones). The Procurement Coordinator I is the administrator and tracks smartphones (only).
* Peripherals (keyboards, mice, webcams, docking stations)
* Audio/visual equipment (projectors, TVs, microphones, speakers)
* Networking equipment (routers, switches, modems, wireless access points). These items are tracked by the Procurement Coordinator I if purchase cost is +> $5000)
* Servers, storage devices, and backup systems. These items are tracked by the Procurement Coordinator I if purchase cost is $5000 or higher
* Any accessories or devices that store data or connect to CEI's IT infrastructure

The IT Department has discretion to classify additional devices as IT equipment based on functionality and data access.

**414.3 Roles and Responsibilities**

* **IT Department:** Maintains the inventory system, performs audits, issues/receives equipment, and provides reporting.
* **Asset Manager (or Inventory Coordinator):** Oversees daily inventory operations and updates asset records. The Procurement Coordinator I will also track and manage the records of assets that have a purchase price of $5000 and up.
* **Department Heads:** Approve equipment requests and ensure return of equipment during offboarding. Typically, IT equipment returns will be handled by HR. HR will ensure items are returned to IT.
* **Employees:** Responsible for the care, use, and return of assigned equipment.

**414.4 Inventory Process**

The employee, IT and Procurement will work together on IT purchases. All equipment purchases must go through the IT department or be reported to it.

**414.4.1 Procurement and Receiving**

Below are the steps for assigning equipment that is purchased.

* Upon delivery, the IT department must:
	+ Inspect the equipment.
	+ Assign a unique Asset ID.
	+ Record it in the inventory system with details:
		- Asset ID
		- Description
		- Serial number
		- Manufacturer & model
		- Purchase date and cost
		- Assigned user or department
		- Warranty and lifecycle information

**414.4.2 Asset Tagging**

Current items that are asset tagged are computers, laptops, TVs, printers, Servers, projectors, all network and systems equipment.

* All IT assets must be tagged with a durable, scannable asset tag.
* Tags must be clearly visible and placed consistently on all equipment.

IT and Procurement do not tag the following:

* Mobile device inventory (phones), peripherals (mice, keyboards etc.).

**414.4.3 Deployment and Assignment**

* Before issuing equipment, IT will:
	+ Confirm user identity and department.
	+ Ensure proper configuration and security settings.
	+ Update inventory records with user and location details.
* All individuals who receive IT equipment from CEI must complete the Equipment Assignment Form attached to this policy or equivalent digital acknowledgment, which includes:
	+ A list of assigned items with serial numbers
	+ Condition at time of issue
	+ Acknowledgment of responsibility for care, usage, and return

Upon return of equipment (e.g., transfer, offboarding), the IT Department will verify returned items and update the chain of custody record. If discrepancies are noted (e.g., missing, damaged, or unreturned equipment), documentation will be escalated to the employee's supervisor and HR for resolution.

**414.4.4 Inventory Management and Auditing**

* The IT Department will update the database in real time for:
	+ Transfers
	+ Repairs
	+ Loss or theft
	+ Returns
* The IT Department will conduct Regular audits:
	+ **Yearly spot checks** for high-value or mobile equipment.
	+ **Annual full inventory** with reconciliation.
* All changes in the status or location of IT equipment—such as transfers between departments, reassignment to a new user, or removal from service—must be reported promptly to the IT Department.
	+ Employees are responsible for reporting any loss, theft, damage, or reassignment of their issued equipment.
	+ Supervisors or Department Heads must notify IT when employees change roles or leave the organization.
	+ The IT Department will update the inventory system accordingly and investigate any discrepancies.

**414.4.5 Maintenance and Repairs**

* Loaner equipment may be provided if available.
* If an item is beyond economical repair, it must be decommissioned (see 4.7).

**414.4.6 Employee Offboarding**

* HR will deliver IT assets to the IT Help Desk Lead, or Infrastructure Manager.
* IT will:
	+ Collect all assigned equipment.
	+ Verify item condition.
	+ Update inventory records and release asset from user.
* If items are missing or damaged, the employee may be liable for any cost.

**414.4.7 Decommissioning and Disposal**

* Assets beyond lifecycle or irreparably damaged must be:
	+ Logged as decommissioned in inventory.
	+ Wiped securely (certified data destruction).
	+ Disposed of per environmental/e-waste guidelines.
	+ Removed from active inventory after disposal confirmation.
	+ Disposal papers must be given to the Procurement Coordinator I if the item has an original purchase price of $5000 or up.

**414.5 Security and Confidentiality**

All IT equipment must be secured using appropriate security measures (encryption, locks, antivirus, etc.). Any lost or stolen equipment must be reported immediately to IT and Security.

**414.6 Compliance and Violations**

Non-compliance with this policy may result in disciplinary action. Violations include failure to return equipment, unauthorized transfers, or negligent asset handling.

**414.7 Policy Review**

This policy will be reviewed annually by the IT Director or Asset Manager. Any updates will be communicated organization-wide by using the guidelines in Policy 119: Adoption and Amendments of Policies and Procedures.

# College of Eastern Idaho

## Equipment Assignment Form

### Employee Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Assigned Equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asset ID | Description | Serial Number | Condition (Issued) | Date Issued |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Acknowledgment and Agreement

I acknowledge receipt of the IT equipment listed above and accept responsibility for its appropriate use, care, and return. I agree to:

- Use the equipment only for CEI business purposes.
- Report any loss, theft, or damage immediately to the IT Department.
- Return all assigned equipment in good condition upon request or upon separation from CEI.
- Understand that I may be financially responsible for any unreturned or damaged equipment, in accordance with CEI policy.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IT Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_