

## **Standard Operating Procedure for Information Technology Equipment Inventory**

### **Purpose**

The purpose of this document is to establish guidelines and procedures for tracking IT related equipment for inventory purposes.

### **Scope**

This document is applicable to Administration and Finance departments supported by A&F Applications Support, which excludes Human Resources and Public Safety.

### **General Procedure**

All Administration and Finance departments are responsible for maintaining an inventory of IT assets including Non-Capital hardware and software.

Previously all departments had a departmental employee, who has the responsibility for the departmental inventory. As part of the A&F IT re-organization, A&F Applications Support will assume responsibility for the inventory of IT related items specific to A&F departments.

A&F Applications Support will be collecting and maintaining inventory for all departments working with CITS. To support separation for duties, A&F Applications Support will be receiving inventory and tagging with asset tags when appropriate. CITS will verify asset tags and serial numbers when installing hardware. A&F Applications Support will become contact for bi-annual inventory review and will verify inventory.

A&F Applications Support will collaborate with current departmental employee who currently has responsibility to collect inventory information while maintaining inventory data to serve as new point of contact for the department.

### **Additional Information**

This new procedure has come about as a result of the A&F IT Reorganization. This procedure will help those departments who have lost their primary inventory designee and assist those with a current designee. This will also assist A&F Applications Support as being aware of the software inventory and licenses will assist in supporting and maintaining these applications.