

College of Education and Allied Professions
Western Carolina University

Fixed Asset Inventory (FAI) Policies and Procedures

Purpose:

This will serve as the governing document that regulates the accountability of WCU fixed assets within the College of Education and Allied Professions, Western Carolina University. All polices and procedures are compliant and in alignment with established University and State of North Carolina asset management procedures, policies and statutes.

Responsibility:

Pursuant to WCU Policy # 75 and the WCU University Purchasing Activities document, accountability of property purchased by or for a department, college, or other unit of the University is the responsibility of the administrative head of the unit.

For the College of Education and Allied Professions (CEAP), the Dean of the College is the responsible agent for all property within the college. Each department head/center or program director or head, is responsible and accountable for property within their respective area of authority.

The Dean will designate a Director of Fixed Asset Management (FAM) who will be authorized by the Dean to manage and maintain policies and procedures to regulate the CEAP fixed asset inventory and who will serve as the liaison between the college and the WCU Office of Purchasing, the WCU Controller's Office, and the WCU Office of Internal Audit. The Director of Fixed Asset Management will report to the Dean and will work closely with department heads and center/program directors in the management and upkeep of an accurate fixed asset inventory.

Definitions

Controlling Unit – the unit within the college that has control over a technology asset (i.e., the asset is listed on that unit's inventory in the CEAP Fixed Asset Database)

Inventory Tag – an official sticker/tag issued by the university that is attached to a technology asset. This tag indicates that the item is the property of Western Carolina University and has a unique number identifying that asset.

Director of Fixed Assets Management (FAM) – the assets coordinator for the entire college

Fixed Assets Coordinator (FAC) – the assets coordinator for a controlling unit

Technology Asset – an electronic device owned by the university, including but not limited to laptop computers and cameras

Policies:

A computerized inventory is maintained within the college on all University equipment owned by units in the college that have an asset tag affixed. This excludes equipment such as computers in classrooms and e-classrooms that are installed and maintained by IT Services.

Tags may be affixed by IT Services (green – tracking equipment they service), Purchasing (purple – items with a purchase price of \$5000 or more), and/or the College (red – any item for checkout by faculty/staff, any item a unit wishes to track, or any item previously tagged by the university if various conditions were met).

Inventory numbers (tags) are not to be removed and should be considered permanently affixed to the item.

In compliance with North Carolina General Statute 143-49 and directives from the State Auditor's Office, an annual inventory is taken to verify the existence, condition, and location of the University's fixed assets. Each academic department or center/program will be accountable for inventorying assets assigned to their area. In addition to designating a College Director of Fixed Assets Management (FAM), the Dean will designate, by form of signed memorandum, each academic department head or center/program director or head as that unit's Fixed Asset Coordinator (FAC). The FAC is both responsible and accountable for each item assigned to their unit on the University Fixed Asset Inventory.

The FAC may designate a member of their unit to manage the Fixed Asset Inventory (FAI) for the unit, but the FAC will ultimately be responsible and accountable for each item on the FAI that is assigned to their unit/department.

The CEAP FAM will work directly with FACs and their designees for overview and compliance with established policies and procedures associated with the FAI and this procedural document.

Policies Specific to Checkout of Assets to Students

1. The controlling unit will maintain a current record of all technology assets designated to be used for checkout to students for university-related activities.
2. Technology assets designated for checkout for university-related activities are only to be used for those activities. Other use is unauthorized and any consequences are solely the responsibility of the student that checked out the asset.
3. Technology assets designated for checkout for university-related activities must have an inventory tag affixed to the asset. In the case of an asset that has multiple components (parts, cables, etc.) that are stored in a single kit (bag, case, or other container), the unit will at least tag the largest or most expensive component in the kit. If there are more components than the tagged asset and its detachable power cable, the unit will include a list of all components that should be in the kit. This list will also be maintained separately in the unit's fixed assets records. The unit has the option to tag multiple items in the kit if deemed necessary for tracking purposes. When the asset is checked out and returned, all components will be checked against the inventory list in the kit. If the inventory list is missing, the unit head (or designee) will determine if any components are missing and create a new list to place with the asset.
4. The following criteria will be used when determining when students can check out technology assets for university-related activities:
 - The university does not currently require the student to own a technology asset that has the functionality required for the activity
 - The person checking out equipment does not have access to a functionally equivalent device

- In certain cases: Various factors of this university-related activity necessitate the checkout of technology assets to provide sufficient support to complete the activity
5. Determining whether a given situation meets the criteria is the responsibility of the head of the controlling unit
 6. Technology assets covered by this policy may not leave the United States
 7. A student that checks out a technology asset must abide by all the stipulations in the permission form. The student can be held liable for technology assets or components or peripherals of assets that are damaged, lost, or stolen. Charges for the repair or replacement of technology assets can be added to the student's account with the university. This does not cover all possible consequences of damaged, lost, or stolen technology assets that are checked out to a student.
 8. As the technology assets are purchased by the university, IT Services will service all assets that fall under their purview (e.g., laptop computers)
 9. Students will not be given administrator access to computers; any software needed for the university-related activities will be pre-installed
 10. Technology assets must be checked in as soon as possible once they are no longer needed for the completion of the university-related activities. Technology assets must be checked in by the last day of the semester in which they were checked out. The asset must be returned immediately if requested by the unit head or Director of Fixed Asset Management. If the student leaves the course, research project, or other activity that required the asset, the student must immediately return the asset.
 11. Anyone who checks out a computer agrees to abide by all computer use policies established by WCU.
 12. If the university-related activities include the recording of video OR the live streaming of video in a school, the student and university supervisor must follow all policies of the local school and school district with respect to the video recording of minors.
 13. Records of student checkout of equipment will be maintained for at least one year after the item is returned. Records will be maintained for at least three years after an item is reported missing, damaged, or stolen (in accordance with university policy).

Procedures:

Inventories:

1. By the 15th of each month, FACs will conduct a **physical 10% random inventory** of fixed assets for their respective unit or department. The random inventory list will be generated by the Fixed Asset Coordinator from the unit's existing inventory and will be disseminated/collected by the CEAP FAM for accountability, identification of discrepancies, and updating the CEAP maintained inventory. Each FAC will be responsible for returning the 10% monthly inventory to the CEAP FAM and for completing change forms for other university units (e.g., Controller's Office, IT Services) as required..
2. In addition to the University mandated annual fixed asset inventory, the CEAP will conduct its own 100 % inventory approximately six months following the annual inventory. If the due date of the University mandated annual inventory is not specified by the University, the due date will be determined by the CEAP FAM. The due date of the second 100% inventory will be determined by the CEAP FAM. During months when a 100% inventory is being conducted, the random 10% inventory will be waived. As with the monthly inventory, units are responsible for reporting to the CEAP FAM and other university units as required.

Property Removed From Campus by University Employees:

1. Each FAC will maintain a listing of current fixed assets removed from campus for business-related use. FACs will maintain this listing using the ‘Permission to Remove University Assets from Campus’ form. All criteria for temporary relocation/use of property as indicated on the form must be met prior to authorization for relocation.
2. If property is removed from campus on a long-term basis, this form must be updated/renewed by the FAC annually. Each year when the check out period expires, the asset must be brought to campus for inspection and a new “Permission to Remove University Assets from Campus” form will be completed. The FAC will notify the FAM that an asset is checked out on a long-term basis, who it is checked out to, and when it will be returned. This information will be noted in the CEAP Fixed Assets Database. If the asset has a purple tag, a copy will also be sent to the University Controller’s Office.
3. FAC’s will also maintain the same form for university property located off-campus in schools, clinical settings, or other areas as approved by the department/unit head. The same updating and filing procedures outlined above in step #2 are applicable for step #3.
4. When assets are returned to campus, the FAC will ensure the asset is returned intact, in good condition, and with all parts/cables/etc. The FAC will notify the FAM that the asset has been returned. The form must be retained for one calendar year after the asset is returned.

Assets Checked Out by Students

Procedures for Student Checkout of Technology Assets – Within Unit

1. Requests to allow student checkout of technology assets for a particular university-related activity will be made to the unit head by the faculty/staff member overseeing the activity. The unit head will determine if the request meets the criteria.
2. Students will complete and sign the “Student Checkout of CEAP Assets Permission Form”
3. The Unit Head (or designee) will also sign the form. If video in a school is involved, the university supervisor will also sign.
4. The Unit Head will ensure all checked out assets are returned before the end of the semester in which they were checked out.
5. The Unit Head, consulting with IT Services if needed, will ensure that all technology assets are in full working order when they are returned and that all components are present. If they are not, the Unit Head will determine the requisite consequences.

Procedures for Student Checkout of Technology Assets – Instructional Technology Center

1. Requests to allow student checkout of technology assets for a particular university-related activity will be made to the unit head by the faculty/staff member overseeing the activity. The unit head will determine if the request meets the criteria.
2. The unit head will inform the director of the Instructional Technology Center (ITC) of an approved request. This will include the name of the activity (including a course prefix and number if applicable) and start and end dates. If the activity is recurring (e.g., a course activity), this fact can be substituted for the end date.

3. Students come to the ITC and request the asset.
4. Students will complete and sign the "Student Checkout of CEAP Assets Permission Form"
5. The director of the ITC (or designee) will also sign the form and confirm that the activity is one of the activities approved by unit heads. If video in a school is involved, the university supervisor will also sign.
6. The director of the ITC will ensure all checked out assets are returned before the end of the semester in which they were checked out.
7. The director of the ITC, consulting with IT Services if needed, will ensure that all technology assets are in full working order when they are returned and that all components are present. If they are not, the director will determine the requisite consequences.

Surplus, Status & Relocation of University Assets:

Equipment may be replaced or disposed of for the following reasons:

- The performance of the equipment is no longer reliable.
- Repair and service are no longer cost effective.
- The requirements of the job exceed the capabilities of the equipment.
- The equipment is obsolete, non-functional or not state-of-the-art (for instructional applications only).

Departments/centers/programs are strongly encouraged to annually review respective equipment according to the guidelines above and to consult with the college's IT Services Consultant to evaluate all computer equipment that is 3 years or older.

1. Each FAC will personally authorize any asset that is: an inter-campus relocation within their department/unit; a surplus of equipment; or a change of equipment status.
2. If an item is designated as stolen or missing, FACs will follow the procedures described in University Policy #85
3. Each action detailed in step # 1 above will be reported to the CEAP FAM and other university offices as required. If it has a purple tag, it must be reported to the University Controller's Office. If it has a green tag, it must be reported to IT Services.
4. When surplusizing assets, in addition to reporting as required above, use the University's web-based surplus property forms to surplus the items. The confirmation numbers and dates must be reported to the CEAP FAM for all items surplusized.
5. If an item is broken, non-functional, or damaged beyond reasonable repair cost, the responsible FAC must complete the surplus property form and make the equipment available for surplus pickup. Under no circumstances are they or any member of the college authorized to dispose of the equipment without prior approval from the proponent WCU agency.

Purchase of Computer or Technology Related Equipment:

1. When generating a purchase requisition for a computer or related technology purchase, each department/center/program is required to retain a copy of the requisition for record keeping and accountability purposes.

Security of Technology Equipment:

Personal computers and related equipment are prime targets for theft on campuses. It is the policy of Western Carolina University to employ appropriate security devices to deter such theft.

Accordingly, departmental/center/program purchases of personal computers and other external peripheral devices must be accompanied by purchase and installation of security devices that will effectively restrain or deter unauthorized removal of the equipment, with the following guidelines:

1. The cost of purchase for a security device is the responsibility of the department/center/program.
2. When considering the purchase cost of a new computer, departments/centers/programs should budget in cost of security equipment.
3. Departments/centers/programs are advised to work with vendors to include security kit as part of quote for a new computer.
4. Once the computer and security kit arrives, departments/centers/programs are asked to contact the University IT Services (227-7487) for assistance with installation.
5. Departments/centers/programs are required to maintain keys and/or combinations to security devices for their respective computer equipment.
6. Department/centers/programs will be responsible for checking all equipment for properly installed security devices during each FAI inventory (annual and monthly). If any equipment is found unsecured, it is the responsibility of the department/center/program to obtain a security kit and request IT Services to install the kit on the equipment.
7. See University Policy #67 for criteria as to what assets must have a security device installed.

Personnel Leaving the University:

1. When an CEAP employee (faculty or staff member) leaves permanent employment of the CEAP, the FAC for their unit must verify that any University equipment or property that was relocated in the departing member's control be returned and inventoried prior to their last physical day of work on campus. If the employee is the FAC for the unit, the FAM will perform this task.
2. The FAC is to update the 'Permission to Remove University Assets from Campus' form indicating that the equipment was returned in working, serviceable condition.
3. The FAC will send a copy of the updated form to the University Controller's Office (if the item has a purple tag), and will notify the CEAP FAM..

4. The department/center/unit will maintain a copy of the updated form for at least one annual inventory cycle to ensure that the equipment is appropriately listed on the fixed asset inventory as being located on campus by room number or other disposition.

All policies and procedures are subject to and in compliance with WCU policies regarding Fixed Asset Inventory procedures.

Policy approved by CEAP Leadership Council on August 21, 2009