Western Carolina University
Controller’s Office
Capital Assets
Governing Standards

- Office of the State Controller
- University of North Carolina Finance Improvements and Transformation Project (UNCFIT)
Controller’s Office Responsibilities

- To maintain and control the university’s inventory records
- To update the asset records in the accounting system for information submitted on the WCU Asset Inventory Control Form, WCU Surplus Request, WCU Disposal Request, WCU Cannibalization Request, and Surplus Computer/IT Property Pickup (if applicable)
- To assure each department verifies and certifies the annual departmental inventory
- To perform and follow up on quarterly audits
Fixed Asset Policy
Fixed Asset Coordinator’s Procedures & Responsibilities

Information & forms available here:

- WCU’s Website
- A to Z Index
- Controller’s Office
- Fixed Assets
Fixed Assets

Fixed assets are the pieces of equipment owned by or in the custody of WCU. The university is responsible and accountable for the inventory and control of this equipment.

Fixed Asset Policy

Fixed Asset Coordinator Procedures and Responsibilities

Forms and Reports

WCU Asset Inventory Control

WCU Asset Inventory Control Form

Whenever a qualifying asset is permanently moved, transferred to another department, traded in, missing, stolen, dismantled, otherwise disposed, or reassigned to another agency, the department is required to complete this form (an asset qualifies if it is $5,000 or greater, or an IT tracked asset). If you have questions about whether an asset qualifies, please call Dale Cox (227-2583) or Ed Lawson (227-7487).

Note: Disposal of any university equipment requires prior approval from the Purchasing Department.

Surplus Assets

WCU Surplus Property Request - Surplus
WCU Surplus Property Request - Disposal
WCU Surplus Property Request - Cannibalization
Surplus Computer/IT Property Pickup Request

Used to declare items surplus and request their pickup and removal. All items going to surplus
Fixed Asset Policy

- Applicability, Ownership, and Title
- Custody and Control
  - Each department is responsible for maintaining inventory controls and safeguarding all assets regardless of cost. Department/ Administrative Head is required to follow the University’s Policies and Procedures.
  - Equipment purchased through the university is property of the state and cannot be donated, traded-in (if used as partial payment on new equipment and/or not under warranty), sold, scrapped, or otherwise disposed of by the department who has custody of the equipment without prior approval from the Purchasing Department (Regina Cowan).
Generally (rare exception), unless terms are more specific, when equipment is purchased from grants, ownership of asset belongs to the university, thus becoming state property; not individual or departmental property.

Contact Director of Grants (ext. 2498) with any questions concerning assets purchased from grant funding

Tracking of Equipment
- Controller’s Office (IT/Non-IT => 5,000)
- Information Technology (IT)

Fixed Asset Coordinator (FAC)
The FAC will serve as the liaison between the unit and the University’s Fixed Assets Accountant (Controller’s Office) for items recorded in the University’s Fixed Assets System and as the liaison to Information Technology for data processing items tracked by Information Technology. The FAC will become the unit’s resident fixed assets expert.

Pursuant to WCU Policy # 75, accountability for property purchased by (or for) a department, college, or other unit of the university is the responsibility of the Department/Administrative Head of that unit.
FAC’s Responsibilities

Familiarity of tasks performed during the year

- Asset Location Updates (timely manner)
- Missing Asset (steps taken to locate)
- Vandalized/Stolen Asset
  - University Police
  - Fixed Asset Accountant (Controller’s Office)
FAC’s Responsibilities

Familiarity of tasks performed during the year

- **Gift/Donation**
  - Prior to acceptance & receipt of gifted/donated asset, contact Office of Development
  - Fixed Asset Accountant (Controller’s Office)

- **Fabricated Assets (by assembly)**

  For gift/donation or fabricated assets, select no tag, mark appropriate box, and give detail information in the “Remarks” section on the WCU Asset Inventory Control Form.
WCU Asset Inventory Control Form

Department that this asset belongs to: Controller

Faculty/staff member asset is assigned to: Dale Cox

Your Phone Number: 2583

Additional Email Address to have mail sent to (other than your own): 

Building and room number asset is currently located in:

Building: HFR ADMIN BLDG
Room: 311 B

Description of asset:

- Shredder

Brand/Model:

- Cummins C96

Enter purple tag #: W10662

Enter red tag #: 79853

$170468

Asset ID #: Serial, VIN, etc. (For Dell computers, use 7 digit alphanumeric Service Tag.)
Please select one that applies (if any)

- No tag
- Lost or missing
- Stolen
- Vandalized

Asset has been relocated on campus?  

Asset reassigned to a different departmental agency or agency (i.e., business/entity separates from University; grant ownership reverts to grantor)

Very rare occurrence — Contact Fixed Asset Accountant (Controller’s Office)

Item is a donation, gift, by assembly, or furnished by government

Remarks

By submitting this form, I take full responsibility that the information is accurate and complete to the best of my knowledge.

Submit
WCU Asset Inventory Control Form

Department that this asset belongs to:

Faculty/staff member asset is assigned to:

Your Phone Number:

Additional Email Address to have email sent to (other than your own):

Building and room number asset is currently located in:

Building:

Room:

Description of asset:

Brand/Model:

Choose an example:

Tag - educational equipment, miscellaneous equipment, laptop
Tag - Agilent 0000 Series Oscilloscope, Eclipse Micro 3700 Cash Register,

58504 33333

This item has a purple tag

This item has a green tag

This item has a red tag

Asset ID # - Serial, VIN, etc. (For Dell computers, use 7-digit alphanumeric Service Tag.)

Please select one that applies (if any):

No tag

Lost or missing

Stolen

Enter green tag #
FAC’s Responsibilities

Familiarity of tasks performed during the year

- Trade-Ins (used as partial payment on new equipment and/or not under warranty)
- Permanently Transferred-Out Assets to Another University or State Agency
  - Notify Surplus Property Manager (Regina Cowan)
  - Surplus Property Manager contacts State Surplus Office (Raleigh)
  - If approved, Surplus Property Manager contacts the department; tags removed from asset(s) and sent to Fixed Asset Accountant, Controller’s Office, HFR 311B, (purple and red tag); IT Asset Coordinator Ed Lawson, Hunter Library H57 (green tag)
FAC’s Responsibilities

Familiarity of tasks performed during the year

- Asset Returned to Vendor (i.e. insufficient funds)
  WCU tag(s) removed and sent to appropriate personnel
  - For trade-ins (used as partial payment on new equipment and/or not under warranty), assets permanently transferred out, and/or assets returned to vendor, complete the Equipment Return Form. Since the Department/Administrative Head’s signature is required, print, receive signature, and send the form to Fixed Asset Accountant, Controller’s Office, HFR 311B. Retain a copy in the department.
  - For all trade-ins, remove WCU tags and send to appropriate personnel. New tags will be issued.
Western Carolina University
Fixed Assets System
Equipment Return Form

INSTRUCTIONS: Complete tag number, description, serial number, location and return code. Provide as much descriptive information as possible. Keep a copy on file in the department.

Department/Administrative Head must sign. Please note that equipment trade-ins (monies exchanged as partial payment on new equipment and/or not under warranty) and transferred out asset(s) require preapproval by the Purchasing Department. Send original to Dale Cox, Fixed Asset Accountant, HFR 311 B.

<table>
<thead>
<tr>
<th>Permanent Tag Number</th>
<th>Description/Manufacturer</th>
<th>Serial No.</th>
<th>Location</th>
<th>Return Code</th>
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</tr>
</tbody>
</table>

*purple tag = W, otherwise leave dark gray area blank

Return Code:
- RE - Returned to Vendor (i.e. insufficient funds)
- TR - Trade-in (preapproval by purchasing - see above note in bold)
- TO - Transferred out (preapproval by purchasing)
Please send an email to all in your college or department notifying the importance of completing the WCU Asset Inventory Control Form and the Equipment Return Form referring them to the “Forms and Reports” page located on the website under Controller’s Office; Fixed Assets
Fixed Assets

Fixed assets are the pieces of equipment owned by or in the custody of WCU. The university is responsible and accountable for the inventory and control of this equipment.

Fixed Asset Policy

Fixed Asset Coordinator Procedures and Responsibilities

Forms and Reports

WCU Asset Inventory Control

Whenever a qualifying asset is permanently moved, transferred to another department, traded in, missing, stolen, dismantled, otherwise disposed, or reassigned to another agency, the department is required to complete this form (an asset qualifies if it is $5,000 or greater, or an IT tracked asset). If you have questions about whether an asset qualifies, please call Dale Cox (227-2583) or Ed Lawson (227-7487).

Note: Disposal of any university equipment requires prior approval from the Purchasing Department.

Surplus Assets

- WCU Surplus Property Request - Surplus
- WCU Surplus Property Request - Disposal
- WCU Surplus Property Request - Cannibalization
- Surplus Computer/IT Property Pickup Request

Used to declare items surplus and request their pickup and removal. All items going to surplus...
FAC’s Responsibilities

Familiarity of tasks performed during the year

- Surplus
- Disposals
- Cannibalization
WESTERN CAROLINA UNIVERSITY SURPLUS REQUEST

Purchasing Department, 140 H.E. Robinson Administration Building, Cullowhee, NC 28723  828-227-2760

***THIS FORM IS NOT TO BE USED FOR IT EQUIPMENT***

Date: 

Request Number: [must have]

Individual Completing This Form: 

(PLEASE PRINT NAME)

Phone Number: 

Department: 

Location of Property: 

Complete this pickup by: 

Only non-IT Items submitted on the WESTERN CAROLINA UNIVERSITY SURPLUS REQUEST form will be picked up by surplus. If additional items are to be surplused, another form must be submitted. NO EXCEPTIONS.

<table>
<thead>
<tr>
<th>Item Asset Tag Number (red or purple ink only)</th>
<th>Description</th>
<th>Reason for Surplus: (broken, outdated, etc.)</th>
<th>Is This Item in Working Condition?</th>
<th>QTY</th>
<th>Describe Condition of Item</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

**Note:** Request for surplus or disposal of items that contain or have come into contact with any bio-hazardous material must be decontaminated and have all bio-labeling removed after decontamination is complete. Contact The Office of Safety and Risk Management (ext. 7443) for instructions on decontamination procedures. Written approval must be forwarded to Surplus Property Coordinator before items can be scheduled for pickup.

If original value of item being surplused is < $5000 the Departmental Fixed Asset Coordinator must sign: 

Each department has a Fixed Asset Coordinator who must sign this Surplus form. You can locate your department’s Fixed Asset Coordinator by going to the following link: [http://www.wcu.edu/24066.asp](http://www.wcu.edu/24066.asp)

Department Fixed Asset Coordinator (please print name): 

Department Fixed Asset Coordinator signature: 

If original value of item being surplused was $5000 or greater, the Department Head must sign: 

Department Head (please print name): 

Department Head signature: 

Email or fax to the Surplus Property Coordinator at: surplus@wcu.edu or Fax: (828) 227-7444

PLEASE ATTACH “SURPLUS” AND INCLUDE THE REQUEST NUMBER ON ALL SURPLUS ITEMS
WESTERN CAROLINA UNIVERSITY DISPOSAL REQUEST

Purchasing Department, 340 H.F. Robinson Administration Building, Clyde, NC 28723 828-227-2760

***THIS FORM IS NOT TO BE USED FOR IT EQUIPMENT***

Date: 

Individual Completing This Form: [PLEASE PRINT NAME]

Phone Number: 

Department: 

Location of Property: 

Complete this pickup by: 

Only non-IT items submitted on the WESTERN CAROLINA UNIVERSITY SURPLUS REQUEST form will be picked up by surplus.

If additional items are to be disposed of, another form must be submitted. NO EXCEPTIONS.

<table>
<thead>
<tr>
<th>List Asset Tag Number if available (red or purple tag only)</th>
<th>Description</th>
<th>Reason for Disposal: (broken, outdated, etc.)</th>
<th>Is This Item In Working Condition?</th>
<th>QTY</th>
<th>Describe Condition Of Item:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby declare that I have inspected the item(s) listed above and approve disposal.

Surplus Property Coordinator Signature: 

Items listed on this form will be handled in the following manner: 

- [ ] Disposed
- [ ] Recycled

If original value of item being disposed is < $5000 the Departmental Fixed Asset Coordinator must sign:

Department Fixed Asset Coordinator (please print name): 

Department Fixed Asset Coordinator signature:  

If original value of item being disposed was > $5000 the Department Head must sign:

Department Head (please print name): 

Department Head signature: 

Email or fax to the Surplus Property Coordinator at: surplus@wcu.edu or Fax: (828) 227-7444

PLEASE ATTACH "SURPLUS" AND INCLUDE THE REQUEST NUMBER ON ALL SURPLUS ITEMS
**WESTERN CAROLINA UNIVERSITY CANNIBALIZATION REQUEST**

Purchasing Department, 340 H.F. Robinson Administration Building, Cullowhee, NC 28723  828-227-1760

**THIS FORM IS NOT TO BE USED FOR IT EQUIPMENT**

Date:  
Request Number:  
(Please print name)

Individual Completing This Form:  
Phone Number:  
Department:  
Location of Property:  
Complete this pickup by:  

Only non-IT items submitted on the WESTERN CAROLINA UNIVERSITY SURPLUS REQUEST form will be picked up by surplus. If additional items are to be cannibalized, another form must be submitted. NO EXCEPTIONS.

***Note: Request for surplus or disposal of items that contain or have come into contact with any bio-hazardous material must be decontaminated and have all bio-labeling removed after decontamination is complete. Contact the Office of Safety and Risk Management (ext. 7440) for instructions on decontamination procedures. Written approval must be forwarded to Surplus Property Coordinator before items can be scheduled for pickup.***

<table>
<thead>
<tr>
<th>Item Asset Tag Number (red or purple tag only)</th>
<th>Description</th>
<th>Reason for Cannibalization (broken, damaged, etc.)</th>
<th>Is Item Workable?</th>
<th>QTY</th>
<th>Describe Condition Of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

I hereby declare that I have inspected the items(s) listed above and approve them to be cannibalized.

Surplus Property Coordinator Signature:

Items listed on this form will be cannibalized in the following manner:

If original value of item being cannibalized is ≤ $5000 the Departmental Fixed Asset Coordinator must sign:

Each department has a Fixed Asset Coordinator who must sign this form. You can locate your departments Fixed Asset Coordinator by going to the following link:

http://www.wcu.edu/24066.asp

Departmental Fixed Asset Coordinator (please print name):  

Department Head Asset coordinator signature:  

If original value of item being cannibalized is > $5000 the Department Head must sign:

Department Head (please print name):  

Department Head signature:

Email or fax to the Surplus Property Coordinator at: surplus@wcu.edu or Fax: (828) 227-7444

PLEASE ATTACH "SURPLUS" AND INCLUDE THE REQUEST NUMBER ON ALL SURPLUS ITEMS
Familiarity of tasks performed during the year

- **Annual Departmental Fixed Asset Inventory**
  - Visual verification of asset – place “Y” in Y/N column
  - Note any asset updates in Comments column
  - List – IT tag (green) on spreadsheet if applicable
  - Remaining useful life 60 months or less (ignore zero)
    - Appropriate departmental individual evaluates and recommends extension of useful life (in years) and notes in Comments column
  - Completed inventory spreadsheet sent to Fixed Asset Accountant, Controller’s Office, HFR 311B
  - Copy retained in department
## ANNUAL DEPARTMENTAL FIXED ASSET INVENTORY FOR FACILITIES MANAGEMENT

<table>
<thead>
<tr>
<th>BANNER NUMBER</th>
<th>WCU TAG</th>
<th>GREEN (IT) TAG</th>
<th>ACQ. DATE</th>
<th>MFG</th>
<th>DESCRIPTION</th>
<th>SERIAL NO</th>
<th>COND</th>
<th>COST</th>
<th>MODE</th>
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</tr>
<tr>
<td>PRFR561117</td>
<td>W10122</td>
<td></td>
<td>03/15/98</td>
<td>FORD</td>
<td>#187 1998 TRUCK 4X2 4WD</td>
<td>1TFRE142W1H681930</td>
<td>GD</td>
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<td>DODGE</td>
<td>#170 TRUCK 2001 4WD RAM 2500</td>
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<td>PR</td>
<td>19,269.24</td>
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</table>

I ATTEST, UNLESS NOTED ABOVE, THE ASSETS LISTED ON THIS REPORT ARE PRESENT AND ACCOUNTED FOR:

<table>
<thead>
<tr>
<th>Print name (as in Banner) of individual performing inventory</th>
<th>Signature of individual performing inventory</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Walker</td>
<td>Signature of Dept/Administrative Head</td>
<td>Date</td>
</tr>
</tbody>
</table>

Department/Administrative Head or Designee
Impairment – An asset’s service utility has declined significantly and unexpectedly

Common Indicators

- Evidence of physical damage (e.g., fire or natural disaster)
- Changes in legal or environmental factors (e.g., asset does not meet certain requirements)
- Technological change or obsolescence (e.g., asset outdated and newer asset provides better service)
- Changes in manner or duration of use (e.g., asset no longer used prior to its useful life due to safety reasons)

GASB Statement 42
<table>
<thead>
<tr>
<th>BANNER NUMBER</th>
<th>WCU TAG</th>
<th>ACQ. DATE</th>
<th>MFG</th>
<th>DESCRIPTION</th>
<th>SERIAL NO</th>
<th>COND</th>
<th>COST</th>
<th>LOCTN</th>
<th>IMPAIRMENT</th>
<th>Y/IN</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>N000000778</td>
<td>W11060</td>
<td>09/30/09</td>
<td>Trane</td>
<td>WCU Brown Building’s Fire Alarm System</td>
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<td>EX</td>
<td>18,930.00</td>
<td>BNLOBY</td>
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<tr>
<td>N000000779</td>
<td>W10967</td>
<td>07/31/07</td>
<td>GOOSSEN</td>
<td>Trans Air-Cooled Series R Chiller</td>
<td>U08G00181</td>
<td>EX</td>
<td>118,849.21</td>
<td>CA0000</td>
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<tr>
<td>FFRS51525</td>
<td>W10124</td>
<td>11/13/00</td>
<td>VERSA VAC GOOSSEN</td>
<td>SCISSOR LIFT 1989 MODEL USED</td>
<td>423</td>
<td>GD</td>
<td>11,607.00</td>
<td>RM0000</td>
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<tr>
<td>FFRS51485</td>
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<td>LG</td>
<td>OCE TDS320 BlueLine Printing System</td>
<td>208903834</td>
<td>GD</td>
<td>10,388.00</td>
<td>RM0000</td>
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<td>N000000156</td>
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<td>04/30/07</td>
<td>OCE TDS320 BlueLine Printing System</td>
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<td>GD</td>
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<td>W10106</td>
<td>05/19/00</td>
<td>FORD</td>
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<td>GD</td>
<td>11,422.70</td>
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<tr>
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<td>W10107</td>
<td>05/19/00</td>
<td>FORD</td>
<td>#187 TRUCK 2000 RANGER</td>
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<td>GD</td>
<td>11,422.70</td>
<td>FMRCPT</td>
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<td>02/05/01</td>
<td>DODGE</td>
<td>#171 TRUCK 2001 DODGE 3/4 TON RAM 2500</td>
<td>3B7KC26261M634619</td>
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<td>18,975.43</td>
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<td>FFRS96978</td>
<td>W10080</td>
<td>10/22/98</td>
<td>HERMES</td>
<td>SIGN &amp; ENGRAVING MACHINE &amp; ACCESSORIES</td>
<td>EPDM0005527</td>
<td>GD</td>
<td>11,279.13</td>
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<td>FFRS37389</td>
<td>W10471</td>
<td>07/17/98</td>
<td>CHEVY</td>
<td>#267 TRUCK1986 C-30 W/LIFT</td>
<td>1GBHC34MG8181795</td>
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<td>W11252</td>
<td>06/30/08</td>
<td>Genie</td>
<td>Genie Aerial Platform Sciss Lift</td>
<td>DPL08-1688</td>
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<td>14,249.00</td>
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<td>W11123</td>
<td>06/30/06</td>
<td>High Voltage</td>
<td>High Voltage Cable Fault Locator - Mod# DS2010U</td>
<td>28</td>
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<td>KOMATSU</td>
<td>FORKLIFT FG30T-8</td>
<td>144891-A</td>
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<td>LYONS</td>
<td>SHELVING CAGES ETC GRAY METAL</td>
<td>55,670.42</td>
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<td>LYONS</td>
<td>SHELVING DECKING ETC GRAY MT</td>
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<td>GD</td>
<td>57,905.35</td>
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</tr>
</tbody>
</table>

Print name (as in Banner) of individual performing inventory

Signature of individual performing inventory

Date

Print name (as in Banner) for Department/Administrative Head or Designee

Signature of Dept./Administrative Head or Designee

Date

JOE WALKER
CAPITAL ASSET IMPAIRMENT SURVEY

1) Please list any impaired WCU capital asset(s) at February 28, 2013. A capital asset is considered impaired when its service utility has declined significantly and unexpectedly. Please refer to the information on GASB 42 provided in the email request, and limit your listings to major, significant impairments.

2) Please provide a general description of the impairment.

3) For any listed impaired capital asset, is the impairment temporary or permanent?

4) For each listed impaired capital asset, what is the gross amount of the impairment loss?

5) For each listed impaired capital asset, what is the amount of any insurance recovery?
Internal Tracking

- It is recommended that departments have internal tracking procedures for equipment not being tracked in the University’s Fixed Assets System or by IT.
  - http://www.wcu.edu/24064.asp
Suggested Excel Spreadsheet (For Departmental Use Only)

<table>
<thead>
<tr>
<th>WCU Tag Number</th>
<th>Description</th>
<th>Acquisition Date</th>
<th>Serial Number</th>
<th>Department/Unit</th>
<th>Cond</th>
<th>Cost</th>
<th>Building</th>
<th>Room</th>
<th>Missing</th>
<th>Date Declared Missing</th>
<th>Surplused</th>
<th>Date Declared Surplus</th>
<th>Surplus Confirmation Number</th>
<th>Surplus Authorized By</th>
<th>Student/Faculty Checkout</th>
<th>Comments</th>
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</thead>
<tbody>
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</table>
Significant Change of Event

- Change in department head
- Department or function moving from one building to another
- Consideration should be made to perform interim physical inventories at the time of event
- Management decision and based on risk factors and likelihood of assets becoming misplaced, not transferred, or stolen.
Permission to Remove University Assets from Campus

As a general rule, removal of University equipment, furnishings, and similar property from campus is not permitted. Specific exceptions may be made when all of the following conditions are met:

* Relocation is temporary
* Relocation purpose is for the conduct of University business by a University employee
* Property, while relocated, will be adequately protected from loss and damage
* Head of the administrative unit to which the property is assigned must approve the relocation
* Absence of the property, while relocated, will not hinder normal, on-campus operations

**Lending University property for personal or organizational use by private parties is expressly prohibited**

ALL BLANKS ON THIS FORM MUST BE COMPLETED.

Identify item(s) to be removed from campus: ____________________________

WCU inventory number: ___________ Period of removal from: ___________ to: ___________

On-campus location from which removed: ____________________________

Off-campus location to which taken: ____________________________

Condition of item(s): ____________________________

University business purpose served: ____________________________

Note: Approving administrator assumes responsibility for custody of this record and for monitoring compliance with its terms; the user assumes responsibility for the property removed. A copy of this record is to be placed with the copy of the Fixed Assets inventory on file in the departmental unit. The original record is to be submitted to the Fixed Asset Accountant in the Controller's Office. Removal of property from the campus contrary to University policy may result in prosecution for misappropriation of State property and/or larceny. Accountability for property purchased by (or for) a department, college, or other unit of the University is the responsibility of the administrative head of that unit.

<table>
<thead>
<tr>
<th>Type/Print Name of Borrowing Employee as shown in Banner</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Type/Print Name of Department Head/Administrative</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

This section applies only to grant funded assets: Additional information is required (listed below) if equipment is removed from campus to individual(s) unaffiliated with Western Carolina University. Under no circumstance shall non-grant funded assets be removed by a non-employee for a private purpose.

Data asset was checked out: ___________ Date asset to be returned: ___________

<table>
<thead>
<tr>
<th>Print Type Name of Individual Borrowing Equipment</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email address of Individual Borrowing Equipment</th>
<th>Telephone number</th>
</tr>
</thead>
</table>
Division of Information Technology (DoIT) charged with asset management for all IT assets that belong to WCU.
Computers
a. Laptops & Tablets
b. Desktops

Monitors

Network printers (not covered under Paw Print)

Servers
a. Enterprise level
b. Snap

Enterprise level networking
a. Switches
b. Routers
c. Wireless APs

Smart Boards

Data projectors installed in classrooms

All technology assets purchased by DoIT
Tracking of assets valued $5,000 and greater will be the responsibility of the Controller’s Office. These items will be tagged with a purple color tag. It is understood some items $5,000 and greater may be an “IT” asset as well and will have both the purple tag and an IT asset tag which will be green. Older assets may still have the red WCU asset tag. Please do not remove any old tags.
Non-IT Assets

- Tracking of assets valued under $5,000 and not listed as an IT asset will be the responsibility of the department/college. The department/college will be responsible for accounting for these assets directly to the WCU Controllers Office. DoIT will not be tracking these items unless purchased for the IT Department.
IT is highly recommended that departments track assets of significant value to their unit and highly mobile such as listed below.

- Scientific equipment (including computer if needed)
- Portable hard drives
- Port replicators
- Cameras of any kind
- Keyboards / Mice
- Portable CD drives
- GPS systems
- Smart devices – PDAs, Phones, etc..
- Label makers
- Audio equipment
- Specialized digital equipment – HVAC control systems, check writing machines, etc...

This list is not intended to be all inclusive
IT Asset Lifecycle

1. Acquire Assets
2. Deploy Assets
3. Manage Assets
4. Plan Assets
5. Retire Assets
Acquiring IT Assets

Purchasing:

- Department submits requisition to the Purchasing Department for purchase.
- Purchasing places order for asset with “ship to” address specified by IT (currently warehouse). If you purchase directly from vendor make sure the asset is processed by IT.
- Asset arrives at WCU.
- Desktop Services & Asset management picks up asset from warehouse for processing.
Deploy Assets

Desktop Services & Asset Management:

- Assets are tagged and information is recorded into Cherwell.
- If asset is a computer, it is prepped for WCU standards.
- Asset is delivered to client and the Helpdesk is notified if additional setup is needed.
The Division of Information Technology is using an inventory management system to track university owned technology assets. This system will allow IT to take a proactive stance towards computer replacement, integration of new technologies, and hardware upgrades for new software releases.

All IT assets that are being moved from one location to another must have an On-Line Inventory Control Form completed for the move.

All old IT assets not in new asset process are being manually tagged and entered into new system.

IT assets that are stolen or lost should be reported immediately to DoIT and proper authorities, and an ICF must be submitted.
Hardware & Software

Computer Repair

Computer Setup during Student Orientation

Copyright Infringement Remediation

E-Classrooms and Demo Classrooms Support

E-Conference Room Technology Support

Equipment Checkout

Institutional Computer Purchases

Laptop Cart Support

Management of IT Assets

New Setup of WCU-owned Computers

Open Access Computer Labs

PAW Print

Reimage of WCU-owned Computers

Software Access and Support

Software Licensing

Student and Personal Computer Purchases
Management of IT Assets

Service Description

The Division of Information Technology (DoIT) uses an inventory management system to track university owned technology assets. Additionally, whenever a qualifying asset is permanently moved, transferred to another department, traded in, missing, stolen, dismantled, or otherwise disposed, we have an Asset Inventory Control system in place.

Requirements/Limitations

DoIT is responsible for tracking:

1. Computers - laptops, tablets, desktops
2. Monitors
3. Servers - enterprise level and Snap
4. Enterprise level networking - switches, routers, wireless APs
5. Smart Boards
6. Data projectors installed in classrooms
7. All technology assets purchased by DoIT

It is highly suggested that all other IT assets of significant value and highly mobile be tracked by their respective department(s).

Eligibility

Faculty and Staff

Service Availability

Web tools are available 24/7.

Personal assistance is available by appointment, Monday-Friday, 8:00am-5:00pm.
WCU Asset Inventory Control Form

Department that this asset belongs to: Academic Engagement
Faculty/staff member asset is assigned to: Ed Lawson
Your Phone Number: 227-2511
Additional Email Address to have email sent to: dalec@wcu.edu
Building and room number asset is currently located in:
Building: Stillwell
Room: 285

Description of asset: Laptop
Brand/Model: Dell E5400

☑ This item has a purple tag
☑ This item has a green tag
☑ This item has a red tag
Asset ID #: Serial, VIN, etc. (For Dell computers, use 7-digit alphanumeric Service Tag)
Enter purple tag #: W11111
Enter green tag #: IT21572
Enter red tag #: WCU69450

Asset has been relocated on campus?
From building: HFR
From room: 311 B
Asset reassigned to a different departmental agency or agency (i.e.)

4KCMH41

☐ No tag
☐ Lost or missing
☐ Stolen
☐ Vandalized
Enter purple tag # W11111
Enter green tag # IT21572
Enter red tag # WCU69450

4KCMHH1

- No tag
- Lost or missing
- Stolen
- Vandalized

Asset has been relocated on campus?
From building: HFR
From room: 311 B

Asset reassigned to a different departmental agency or agency (i.e. business entity) separates from University; grant ownership reverts to grantor.

Very rare occurrence - Contact Asset Accountant (Controller's Office)

Item is a donation, gift, by assembly, or furnished by government

Remarks

By submitting this form, I take full responsibility that the information is accurate and complete to the best of my knowledge.

Submit
WCU Asset Inventory Control Form

WCU Asset Inventory form #2915 has been submitted.

Department that this asset belongs to

Faculty/staff member asset is assigned to

Your Phone Number

Additional Email Address

Building and room number asset is currently located in:

Building

Room

Description of asset

Brand/Model

eg - educational equipment, miscellaneous equipment, laptop

eg - Agilent 8000 Series Gas Chromatograph, Eclipse Micros 3700 Cash Register,

Dell

This item has a purple tag

This item has a green tag

This item has a red tag

Asset ID # - Serial, VIN, etc. (For Dell computers, use 7-digit alphanumeric Service Tag.)

Please select one that applies (if any)

Enter green tag #

- No tag
- Lost or missing
- Stolen
Reallocation and Surplus:

- Anytime a computer that is no longer being used by an individual or department and is still useable, the individual/department may choose to reallocate the computer within the area or propose it to be used by other individual/department. When this situation occurs, IT must be contacted and an ICF must be completed.

- All assets to be surplused will be submitted through the Purchasing Department’s on-line form.
Surplus Computer/IT Property Declaration Form - Pickup Request

Fill out the form below to request pickup of your surplus property items. None of the fields are mandatory, but supply as much information as possible about the items you have for pickup. The information you provide will be sent to the Inventory Control Manager, who will process your request and schedule a pickup. Feel free to submit multiple forms if all your items won’t fit on a single form.

**Contact Information**

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Your Office Address</th>
<th>Your Telephone Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Surplus Computer Property List**

<table>
<thead>
<tr>
<th>WCU #</th>
<th>PROPERTY DESCRIPTION</th>
<th>CONDITION</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit Items for Pickup  Clear All Fields
Hardware & Software

Computer Repair
Computer Setup during Student Orientation
Copyright Infringement Remediation
Digital Signage
E-Classrooms and Demo Classrooms Support
E-Conference Room Technology Support
Equipment Checkout
Institutional Computer Purchases
Laptop Cart Support
Mac OS X Software Distribution
Management of IT Assets
New Setup of WCU-owned Computers
Open Access Computer Labs
PAW Print
Reimage of WCU-owned Computers
Request to Start a New IT Project
Software Access and Support
Software Licensing
Student and Personal Computer Purchases
Surplus of IT Assets
Systems and Application Advisory Services / SLAs
Welcome to WCU IT Self-Service

Search for a solution to your issue or choose one of the following options.

**Create a new Incident**
Report an issue you are currently having or ask a question. This is also used to submit a request to PAW Print Services.

**View or update your open Incidents**
Check the status of an open Incident. You can also add notes to an Incident and see any notes technicians have added.

**View your closed Incidents**
Review the incident closure information.

---

Top Problems

**ProblemID 10476**
Clients experience errors with Apple Software Update - possibly an error stating the package cannot be expanded.

Subscribe
Successful One Step Operation

**Surplus Request SR196**

To submit a Surplus Request for an asset, please enter one of the three pieces of information shown on the right then click “Find.” If you require assistance, please call the IT Services Help Desk at 227-7407. Fields in Yellow need to be filled in manually, when you are finished click “Save Surplus Request.”

<table>
<thead>
<tr>
<th>Asset #</th>
<th>IT Asset Tag</th>
<th>WCU Asset Tag</th>
<th>Serial Number</th>
<th>Purple Tag</th>
<th>Building</th>
<th>Room</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IT21572</td>
<td></td>
<td>4KCMHH1</td>
<td></td>
<td>Hunter Library</td>
<td>H59</td>
<td>License</td>
</tr>
</tbody>
</table>

**Legend**
- **Edit**: Click to edit if the information is not correct
- **X**: Click to clear asset
- Yellow fields are missing data and need to be filled out.

**Serial Number**: Format will vary. It may also be referred to as “Service Tag”

**Attachments**

- Upload: [Browse...]
- Upload Attachment
IT asset data can be used in many ways

- Align IT assets to WCU corporate and educational strategies.
- Use IT asset data for short term and long term capital planning.
- Use IT asset data to help campus develop IT productivity and customer satisfaction.