

Guidelines: Maintaining a Department Asset Tracking System

GDL-U5346.01A

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Authority

[POL-U5346.01](#) Managing and Safeguarding University Assets Policy

See Also

Document #:	Document Title:
FRM-U5346.01C	Asset Inventory Log Template
STN-U5346.01A	Conducting Physical Inventories of University Assets Standards
PRO-U5346.01A	Conducting a Physical Inventory of a Department's Assets Procedure

Compliance Owner and Responsible Department

Compliance Owner: Director of Business Services

Responsible Department: Central Services, Asset Inventory Operations

Purpose of Guidelines

These guidelines are optional and meant to assist department Asset Control Custodians in tracking department assets in order to efficiently respond to inventory checks conducted by Western's Asset Inventory Operations as required by the state and University policy.

The guidelines may not be fully compatible with a department's operations so appropriate modification is recommended with the goal to establish an effective tracking system.

Assets Defined

What is considered an "asset" that is required to be tagged and inventoried?

Item of economic value owned by the University (tagged or not tagged) that include:

Capital Assets: Per state rules (per SAAM 30.20.20), capital assets are:

- Tangible or intangible,
- Held and used in state operations,

- Valued in excess of \$5,000 (including ancillary costs),
- Have a service life of more than one year,
- Are required by the state to be documented as an asset rather than an expense, and
- Include, but are not limited to, land, infrastructure, improvements to land, buildings, leasehold improvements, vehicles, furnishings, equipment, collections, and assets acquired with Certificates of Participation (COPs).

Small and Attractive (S&A) Assets: Tangible items with a value between \$1,000 - \$4,999 that do not meet the state's capitalization criteria but are considered by the University to be particularly attractive and vulnerable to loss, thus subject to special property control such as, but not limited to, laptops, cameras, and firearms. Small and attractive assets are considered capital assets for purposes of marking and identifying, inventory records requirements, and physical inventory counts.

Recommended Guidelines

The Asset Control Custodian (ACC) should:

- 1) Create and maintain an inventory log with data fields that will assist the ACC in tracking the status of each asset. [See Asset Inventory Log template.](#)
 - a. The asset report in Banner will not identify to whom (which employee) an asset is assigned. Having the name of the employee will assist a department in identifying the location of an asset when requested to provide a status report.
 - b. If an inventory log has not been established, contact Inventory Operations to request a list of current assets assigned to the department's org code(s).
- 2) If the ACC is not the department purchaser or budget authority, establish internal procedures for being informed of when assets are purchased.
- 3) The procedures should require that:
 - a. The asset be delivered to the ACC, and
 - b. The asset tags be sent to the ACC.
- 4) If the asset arrives, but tags do not, the ACC should follow up with Accounting Services.

- 5) When both the asset and the tags are in hand, the ACC can ensure the tag is attached to the asset and can then update the inventory log with the asset information (e.g. serial and tag numbers).
- 6) Internal procedures should include being informed of new hires and terminations (including internal transfers).
 - a. When notified about a departing employee, the ACC should review the inventory log to see what assets were assigned to that employee.
 - b. Written instructions should be sent to the employee from the ACC with a date to surrender the assets.
 - c. The ACC should discuss what to do with the surrender asset with the departing employee's supervisor.

If, for example, the asset is a tablet, it should be decided if the asset should be secured and saved for the departing employee's replacement. If the position is not being replaced, should the tablet be transferred to another employee or sent to surplus?
 - d. Whatever is decided, the inventory log should be updated with such information.
- 7) Physical inventories of department assets will be scheduled every two years. The ACC should perform self-inventories at least annually to:
 - a. Ensure the log is up to date,
 - b. Secure/surplus any assets no longer in use, and
 - c. Report any identified losses in accordance with the Reporting Loss of Funds and University Property policy (POL-U5135.25).
- 8) When contacted by Inventory Operations to conduct an inventory of current assets, use the inventory log to assist in the department response.

Using the log will allow the department to identify assets that were incorrectly assigned to them in Banner and enable the department to identify assets that the ACC was not informed about.