ASSET MANAGEMENT POLICY FOR INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE

Purpose

This policy governs the management and oversight of Information Technology (IT) equipment and software owned, leased, or licensed by the University of Mary.

The University's Asset Management Policy for Information Technology Equipment and Software promotes the efficient and lawful use of information technology resources. The University's computing systems and software are intended to support its business and academic missions and to enhance the educational environment. Any use of these resources deemed inconsistent with the mission and purpose of the University will be considered a violation of this policy.

Statement of Policy

Regardless of funding source, this policy shall be applicable to all university IT equipment valued at $100 or more and all software, regardless of cost. It provides detailed operating procedures for the Office of Information Technology (OIT) regarding the purchase, asset management, deployment, and tracking of all technology-related items.

Purchase of IT Equipment

All technology purchases, regardless of budget or account, will be reviewed by OIT prior to purchase. OIT will be responsible for verifying compatibility of requested equipment with existing technology on campus, making suggestions for alternative equipment if required.

Purchase of Software/Licensed Subscriptions

Software and licensed subscription items, regardless of budget or account, will be reviewed by OIT prior to purchase. OIT will be responsible for verifying compatibility of requested software with existing technology on campus, making suggestions for alternative software if required.

Asset Management

OIT will include technology items in the asset management system, regardless of budget or account. Each item (computer, tablet, accessory, software license, or subscription) will be assigned to an individual or department before being deployed or tracked via individual subscription software license when applicable. Individual grants will be assigned a unique asset numbering system for devices purchased by the grant. OIT shall track IT devices and software on campus in the asset management system and may locate a specific device or software license for inventory purposes. In the event of a grant audit, OIT will identify the location of devices and software licenses.

Deployment of Technology Items
All technology purchases will be shipped to the OIT office for inclusion into the asset management system and assigned a unique number prior to deployment. The item can then be assigned to an individual and tracked in the asset management inventory. When an employee relocates to a different department or terminates their employment with the University, all devices, software licenses, or subscriptions assigned to that employee will be returned to the OIT department as part of the employee off-boarding process. OIT will perform a basic functionality check and cleanup of devices prior to their reissue to the successor of the vacated position. Devices will be reassigned in the asset management system.

Lost or Stolen Equipment
Employees and departments will promptly notify OIT and Campus Safety & Security if IT equipment in their charge is lost or stolen.

Approved
9 March 2021 by the President of the University
11 March 2021 by the Board of Trustees
18 March 2021 delivered to University Senate