

CP009.1 Asset Management Procedure

Policy Type: Administrative/Operations
Revision Date: N/A

Training Required: No

Selected Procedure, Guideline, or Protocol

Please see the procedures below for common asset management activities:

Tagging Newly-Acquired Assets. An asset coordinator (as designated by each unit) will submit a ticket to the help desk at help@medicine.unlv.edu.

Tagging Existing Assets. Departments will submit a ticket to the help desk at help@medicine.unlv.edu.

Physical Inventory of Assets. Designated asset coordinator(s) will manage the database of assets. Departments will submit any changes or deletions to the help desk at help@medicine.unlv.edu.

Asset Transfer. Departments will submit a request to the help desk at help@medicine.unlv.edu for disposal or transfer of assets within the department, school, or university. Authorization to have the item transferred to another department or disposed of will require an evaluation of working condition. The inventory database will then be updated with the transfer or removal.

Computer Disposal. Departments will submit a ticket to the help desk at help@medicine.unlv.edu. The IT department will evaluate if the computer is not working or cannot be used by other departments. IT will have the hard drive destroyed in accordance with security standards. Asset will be removed from the inventory database and be disposed of.

Trade-ins. Departments will submit a request to the help desk at help@medicine.unlv.edu for any items that are being traded-in towards the purchase of new items. Asset will be properly sanitized of any data, if applicable, and removed from the inventory database.

Surplus/Donations. Any equipment donated to the school or any of its departments by outside organizations that meet the definition of a trackable asset must be properly documented. The asset coordinator(s) will obtain documentation from the receiving department and donating organization indicating the item(s) being donated and the market value of each item. Assets will be added to the inventory database.

Yearly Maintenance. Departments will manage and maintain all yearly preventative maintenance on equipment. Preventative maintenance confirmation will be sent to the help desk at help@medicine.unlv.edu. Inventory database will be updated.

Lost/Stolen Assets. Departments will notify the help desk at help@medicine.unlv.edu immediately of any lost or stolen items. The staff/personnel to whom the equipment was assigned must also provide a written report of the theft which must be signed by the department signatory for University Police Services. Inventory database will be updated.