In order to keep equipment safe, available and in workable condition for use by the faculty and staff in the College of Education, we follow:

I. UNLV Fixed Assets Policy and Barcoding Procedure
According to the UNLV Fixed Assets Policy:
(https://adminsvc.unlv.edu/wp-content/uploads/2018/09/FixedAssetsPolicy.pdf) "the following sensitive items or items subject to theft must be separately tracked by the responsible department of each NSHE institution if the items regardless of value... Computers: desktops, servers, laptops, iPads, (regardless of acquisition cost)..."

All UNLV computer and mobile devices such as desktops, laptops, tablets, and iPads that were purchased with UNLV funds or grant funds must be tagged. If you notice any UNLV purchased computers & equipment that don’t have UNLV barcodes please follow these steps: (UNLV computers must be used for university business ONLY.)

1. Barcode requesters should provide Young Bok Kim (YBK) with
   a. UNLV account numbers
   b. Receipts and/or purchase orders for computers that need to be tagged.
   c. If employees do not know their UNLV account numbers or don’t have any receipts and/or purchase orders, then please contact your department for the information.
2. YBK will contact the UNLV Inventory Control Department to request UNLV Tags for barcode requesters.
3. The UNLV Inventory Control Department and YBK will schedule an appointment to visit barcode requesters and tag their UNLV computers.
4. YBK will contact the barcode requester’s department to inform department chairs and department
   Administrative Assistant(AAs) about the barcoded computers or mobile devices and add barcode requester, computer, and barcode information into the UNLV & COE inventory database.
   * Note: If you happen to receive UNLV purchased computers or mobile devices that don’t have UNLV barcodes, please inform Young Bok Kim at young.kim@unlv.edu in order to add it to the UNLV & COE inventory database including proper paperwork / UNLV COE Equipment Loan Agreement forms etc.

II. Computer Returned Policy from UNLV Provost
Individuals who resign and/or are no longer employees of UNLV and COE must return all UNLV computers to YBK before the official resignation date or the last day of UNLV employment. Individuals are responsible for any costs of computers that can’t be returned. YBK will provide a ‘COMPUTER RETURNED FORM’ to be signed and completed. YBK will scan the signed form and will email the scanned form to the employee and the employee’s department chair.

III. Loaner computers for emeritus professors
Emeritus professors who are engaged in teaching and scholarship will be able to negotiate with their department chairs first and receive an approval by the COE Executive Associate Dean and the COE Director of Information Technology if emeritus professors need to use computers or mobile devices for UNLV business.

1. YBK will provide UNLV Loan Agreement Forms to emeritus professors to be signed and returned.
2. YBK will scan the signed UNLV Loan Agreement Form and will email the scanned UNLV Loan Agreement Form to the emeritus professors and the emeritus professor’s department chairs.
3. Emeritus professors will return their UNLV computers or mobile devices to the College of Education if they no longer use the computers or mobile devices for university business.
   a. Emeritus professors will have to provide their department chairs and the COE Director of Information Technology appropriate documentation/paperwork that show they are using COE computers for UNLV business.
   b. If emeritus professors are not using COE computers and mobile devices for UNLV business, they have to return them to the COE Director of Information Technology. Emeritus professors will be responsible for 1) shipping costs when they return the computers to UNLV College of Education and 2) any costs of computers that can’t be returned.

If you have any questions or concerns, please contact Young Bok Kim at young.kim@unlv.edu
UNLV College of Education Technology Support Office | Young Bok Kim - COE Director of Information Technology