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ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

ASSET MANAGEMENT **POLICY 205**

1.0 PURPOSE:
~~To establish policy and procedures regarding the control of assets owned by A.S.I.~~ This policy provides procedures and protocols supporting effective organizational asset management of asset owned by ASI.

2.0 REFERENCES:
None

3.0 DEFINITION:
Asset management is the process of receiving, tagging, documenting, and eventually disposing of equipment. It is critically important to maintain up to date inventory and asset controls to ensure computer equipment locations and dispositions are well known. Lost or stolen equipment often contains sensitive data. Proper asset management procedures and protocols provide documentation that aid in recovery, replacement, criminal, and insurance activities.

Property – ASI owned equipment (and accessories for such equipment) is classified as non-expendable if it has a normal useful life including repairs of two or more years.

Sensitive Data – Refers to the data contained within the computers.

Property Tag — The tag bearing numbers and "Associated Students, Inc." will be affixed to each item of A.S.I. property.

~~3~~4.0 POLICY:

The following minimal asset classes are subject to tracking and asset tagging:

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4.1 Asset Types

    4.1.1 Desktop workstations

    4.1.2 Laptops and/or tablets

    4.1.3 Printers, copiers, fax machines, and multiple print devices

    4.1.4 Scanners

    4.1.5 Network equipment (firewalls, routers, switches, uninterruptible power supplies (ups), endpoint network hardware and storage)

    4.1.6 Telephone systems and components

    4.1.7 Internet Protocol (IP) Enabled Video and Security Devices

    4.1.8 Memory Devices

4.2   Asset Value

Assets that cost less than $1,000.00 shall not be tracked, including computer components such as smaller peripheral devices, video cards, or keyboards, or mice. However, assets, which store data regardless of cost, shall be tracked either as part of a computing device or as a part of network attached storage.

4.3   Asset Tracking Requirements

The following procedures and protocols apply to asset management activities:

    4.3.1 All assets must have an internal ASI asset number assigned and mapped to the device's serial number.

    4.3.2 ASI shall maintain an asset-tracking database to track assets. It shall minimally include purchase and device information including:

        4.3.2.1   Date of purchase

        4.3.2.2   Make, model, and description

        4.3.2.3   Serial Number

        4.3.2.4   Location

        4.3.2.5   Type of asset

        4.3.2.6   Owner

        4.3.2.7   Department

        4.3.2.8   Purchase information (invoice)

        4.3.2.9   Disposition

Prior to disbursing, the Office Manager shall ensure that an ID # has been assigned to the asset and the information has been entered in

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the ASI asset tracking database. All assets maintained in the asset tracking database inventory shall have an assigned owner.

4.4   Asset Disposal and Repurposing

Procedures governing asset management shall be established for secure disposal or repurposing of equipment and resources prior to assignment, transfer, transport, or surplus.

When disposing of any asset, sensitive data must be removed prior to disposal. ITC support staff shall determine what type of data destruction protocol should be used for erasure. Minimally, data shall be removed using low level formatting and degaussing techniques. For media storing confidential or student personally identifiable information (PII) that is not being repurposed, disks shall be physically destroyed prior to disposal.

4.5   Audit Controls and Management

On-demand documented procedures and evidence of practice should be in place for this operational policy as part of ASI. Examples of evidence and compliance include, but are not limited to:

4.5.1   Current and historical asset management system checks for various classes of asset records.
4.5.2   Spot checks of record input and accuracy against tracking database.
4.5.3   Evidence of internal process and procedure supporting this policy for compliance with general workstation computing policies.

A.S.I.shall maintain reasonable controls to assure the safety of corporation resources and assets.

4.0   DEFINITION:

Property – A.S.I. owned equipment (and accessories for such equipment) is classified as non-expendable if it has a normal useful life including repairs of two or more years.
Sensitive Property –- Usually refers to small and portable items (e.g., calculators, typewriters, Dictaphones, personal computers, etc.). Records are kept of all sensitive, non-expendable property. These records should include the make, mode, serial number, actual or approximated value, and any other distinguishing characteristics.

~~**Property Tag** The tag hearing numbers and "Associated Students, Inc." will be affixed to each item of A.S.I. property.~~

~~5.0~~ ~~PROCEDURE~~

The Executive Director shall:

~~5.1~~5.0 Periodically determine the condition of department equipment and replace, when necessary, within budget constraints.

~~5.2~~5.1 Assure thorough supervision and training that equipment is being properly maintained and used by employees and students.

~~5.3~~5.2 Promptly prepare a report regarding vandalism or theft of A.S.I. equipment, and any condition requiring repairs or creating a hazardous working condition. Such a report shall be used for police and/or insurance reporting.

~~5.4 The Office Manager shall assure that all A.S.I. property is recorded as follows:~~

~~5.5.0 Property tag is affixed. Such tag will bear the name of A.S.I. and contain an I.D. number.~~

~~5.6.0 The property will be recorded on a form/card/ledger/book by consecutive number that includes date of purchase, item description, assigned location, cost, purchase order number, serial number, and whether said property is to be capitalized.~~

~~5.7 Assure that an Employee Separation/Clearance Form is completed for all separating employees prior to an employee separation. This form must indicate that all property (including keys) assigned to the employee has been returned to A.S.I. and must be signed by the Executive Director or designee.~~

~~5.8~~5.3 All removal of property from the A.S.I. offices shall be accompanied with a Property Movement form that includes appropriate signatures releasing and accepting the item.

~~5.9~~5.4 All officers and staff are accountable for all A.S.I. property items within their units. Any A.S.I. property not reconciled to the physical inventories must be documented with the A.S.I. Executive Director.

~~5.10~~5.5 A.S.I. property may not be removed from the premises of any area without approval. Approval must be in writing from the Executive Director.

~~5.11 A physical inventory of property will be conducted every year, excluding laptops. A physical inventory of laptops will be conducted twice a year.~~

~~5.12 All A.S.I. tagged items listed in property records are subject to an unannounced physical audit at any time.~~

~~5.13~~5.6 Staff employees who keep items of personal property at A.S.I. premises should label those items to indicate personal ownership. All personal equipment is utilized at the owner's risk.

~~5.14~~5.7 Capitalization: All property for the amount of $1,000 shall be

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==capitalized and recorded in the general ledger of the A.S.I. financial reporting system.==

5.155.8   Warranty: For all property purchased, a warranty should also be purchased and utilized before any repairs are considered an A.S.I. expense.