POLICY TITLE:
Non-Capital Equipment Inventory Tracking Policy

VOLUME, SECTION & NUMBER:

ENTITIES AFFECTED:
All Divisions and Departments

ADMINISTRATIVE AUTHORITY:
Finance and Administration

APPROVED BY:
Office of the President

EFFECTIVE DATE:
July 8, 2024

POLICY STATEMENT:

Non-capital equipment is tangible property with a useful life of greater than one (1) year and a cost of less than $5,000. Equipment items under this threshold may be inventoried and tracked by various departments to ensure these items are utilized for KSU purposes, adequately secured, maintained in good working order, and appropriately disposed.

PROCESS:

All computers, tablets, and related technology equipment that will connect to the KSU network must be purchased and inventoried through Information Technology, regardless of funding source, to ensure they comply with the minimum standards for network security.

Departments are responsible for the appropriate business usage, physical security, and maintenance of all non-capital equipment items.

All computers and tablets regardless of cost, and all other non-capital equipment over $1,000, will be tagged with a *unique identifying number* and maintained in an inventory system. For each tagged item, the inventory system will include details of the:

- Make, model, and serial number;

- Location;
- Individual or department responsible; and
- Equipment condition.

Departments will conduct an ***annual physical inventory*** of non-capital equipment under their care to confirm the existence, condition, and location of the equipment. Any changes must be reported to the appropriate inventory manager.

Non-capital equipment purchased with grant funds must follow KSU policy in addition to any tracking and reporting requirements imposed by the grantor.

Disposal
Departments may not directly sell, trade, donate, or otherwise dispose of equipment. Report missing or stolen items immediately to campus police.

Report surplus or obsolete computer equipment to Information Technology for appropriate disposal to ensure the security of data destruction.

Report other surplus or obsolete equipment to the Purchasing Department for disposal instructions. Proceeds from the sale of any surplus items go to KSU, not to the department. In some instances, proceeds from the sale of equipment may be used to support replacement equipment.

Disposal of non-capital equipment purchased with grant funds must comply with additional grantor approvals and reporting requirements.

RELATED POLICIES:

Purchasing Policy