August 29, 2013

COMPUTER AND ELECTRICAL ENGINEERING AND COMPUTER SCIENCE ASSET TRACKING POLICY

It is the responsibility of the Asset Management office to track capital assets valued $5000 or more and non-capital assets valued between $2500 and $4999. The department will assist the Asset Management office if information about these items is needed.

The Computer and Electrical Engineering and Computer Science department will also track, and inventory once a year, all equipment items valued $1000 to $2499. The Computer and Electrical Engineering and Computer Science department will designate a property liaison person (currently Steve Garcia, with assistance of Henry Lin). The property liaison person will report to the department Chair (not to Asset Management). The property liaison person will be responsible for the tracking and inventory of these items valued $1000 to $2499. Each year the inventory will report on any items found:

- lost or missing
- stolen
- surveyed (scrapped for parts)

Items valued under $1000 will NOT be tracked. The database will include the following information:

- item description
- year of acquisition
- original value
- depreciated value (if different from original value)
- location
- id number

The department property liaison will forward this information to in the Office of the Dean of NSME for the purposes of preparing a report from NSME.

Department Representative(s):

COMPUTER AND ELECTRICAL AND COMPUTER SCIENCE – Steve Garcia with the assistance of Henry Lin