

Procedures for Tracking Non-Capital Equipment

If a department elects to continue tracking non-capital equipment (under \$5,000) or selected non-capital items, the Equipment Management Office (EMO) can assist them by providing USU inventory tags, maintaining a record of their equipment in the Banner Fixed Asset system, and providing customized reports. Read the information below, then contact Lee Alder at 7-1999 for assistance.

If the equipment was purchased with a Purchase Order, the department needs to provide the EMO with the Purchase Order Number. A record will then be created with the following information:

- Purchase Order Number
- Invoice Number
- Description
- Make
- Model
- Original Cost
- Purchasing Index

Additional information can be added to the record but must be provided by the department, such as:

- Location
- Responsible Person
- Serial Number

If the purchase was made by using a Pcard or by other means, follow the instructions for Pcard purchases of equipment by going to the following link: <http://www.usu.edu/controller/equipinv/equipcard.cfm>.

By maintaining a record of the non-capital items, whether through the EMO records or a department-only record, departments will quickly have information about equipment items in case of theft, changes in responsible person or purchase of similar equipment. If the EMO maintains the equipment records, department personnel who have been trained in Banner Finance can view the asset record by going to FFIMAST in the Banner Fixed Asset system.

Extra care should be exercised regarding any equipment items such as computers, flash drives, copiers, I-pods, etc. that could contain sensitive, proprietary, or confidential information. Failure to safeguard this sensitive information could place the department and University at risk for financial loss and possible damage to the University's reputation.

Please refer to Policy Number 558 at <http://it.usu.edu/policies/htm/information-security> for a full briefing on Information Security.

If you have any question about this process please contact the EMO at the following:

Lee Alder 7-1999
Deb McGill 7-1846
Laura Lake 7-0918