Equipment Asset Register Procedure

<table>
<thead>
<tr>
<th>Office of Administrative Responsibility:</th>
<th>Supply Management Services (SMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver:</td>
<td>Associate Vice-President (Finance and Supply Management Services)</td>
</tr>
<tr>
<td>Scope:</td>
<td>Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).</td>
</tr>
</tbody>
</table>

Contact for questions about this procedure:

<table>
<thead>
<tr>
<th>SMS Dispatcher</th>
</tr>
</thead>
<tbody>
<tr>
<td>780-492-4122</td>
</tr>
<tr>
<td><a href="mailto:dispatcher@ualberta.ca">dispatcher@ualberta.ca</a></td>
</tr>
</tbody>
</table>

Overview

Deans, Chairs and Directors are responsible for acquisition planning, procurement and ongoing effective and efficient stewardship of assets, including safeguarding, utilization, maintenance and disposal. In order to facilitate asset stewardship, units are required to tag and track the following equipment assets in an equipment asset register.

- **moveable equipment** with an acquisition value of $5,000 or greater. This includes equipment acquired through purchase, donation or transfer and **fabricated equipment** where the aggregate cost is $5,000 or greater.

- **desirable equipment** with an acquisition value of less than $5,000 defined by a unit as necessary to tag and track.

Units may choose to tag and track any other items. Units are not required to tag and track furnishings assets or museum and collections assets.

Purpose

The purpose of this procedure is to facilitate the safeguarding and maintenance of equipment assets by ensuring that equipment assets are:

- effectively tracked in the equipment asset register;

- tagged as University equipment assets; and

- annually confirm physical existence and condition.

PROCEDURE

Procedure Summary:
1. DETERMINING EQUIPMENT ASSETS TO BE TAGGED AND TRACKED

2. TAGGING EQUIPMENT ASSETS

3. UPDATING THE EQUIPMENT ASSET REGISTER

4. CONFIRMING EQUIPMENT ASSETS

5. DISPOSING OF EQUIPMENT ASSETS

6. MONITORING COMPLIANCE

Procedure Detail:

1. DETERMINING EQUIPMENT ASSETS TO BE TAGGED AND TRACKED

   a. Units are required to tag and to track the following items in an equipment asset register:

      i. Moveable equipment assets with an acquisition value of $5,000 or greater. This includes purchased, donated or transferred equipment and fabricated equipment where the aggregate cost of components is $5,000 or greater.

      ii. Desirable equipment assets with an acquisition value of less than $5,000. Units must define desirable equipment assets.

     In deciding desirable equipment assets to track, units should perform an assessment of the risk environment in which equipment assets are located.

     1. Examples of lower-risk scenarios include the following:

        a. the unit has one computer for each employee (1:1 ratio). Generally, most IT LAN administrators maintain a listing of IT equipment in the unit such as desktops, laptops for purposes such as licensing, security etc.

        b. the equipment assets are located on a locked down floor, or the unit has other security measures in place (e.g. surveillance cameras)

     2. Examples of higher-risk scenarios include the following:

        a. the unit has equipment assets that are shared and move around from room-to-room

        b. the unit has equipment assets in unsecured areas (research labs, student computer labs, classrooms, open public areas)

        c. the unit has equipment assets that are located on non-University premises where security measures are unknown (e.g. field research sites, AB Health shared spaces)

        d. the unit has equipment assets where there are additional internal control concerns (e.g. firearms, lease equipment)

     b. Units may choose to track other items in the equipment asset register. Units may consider the University’s insurance, in determining equipment assets that should be tracked. It should be noted that the insurance deductible is applied to the total loss, not to each item.

     c. Units may choose to track equipment assets recycled or purchased from Supply Management Services (Surplus Disposal).
d. Units must document their internal procedures for the tagging and tracking of desirable equipment assets, including any rationale used in determining unit specific tracking thresholds.

2. TAGGING EQUIPMENT ASSETS

a. Equipment assets must be tagged as soon as possible after receiving. If receiving is not a central function within the unit, the Unit Equipment Coordinator will rely on either reports from the financial system to identify equipment assets received or copies of acquisition invoices as its source documentation. See Related Links: Equipment Asset Management Manual

b. The Unit Equipment Coordinator should keep a supply of tags on hand and contact SMS (Equipment Services) to replenish supply (email: equipment.services@ualberta.ca).

c. The following chart indicates the roles and responsibilities related to adding equipment assets and to the register.

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Equipment Coordinator</td>
<td>1. Identify the items that require tagging by obtaining the source documentation (eg: Purchase Order, Equipment Asset form) and physical examination of the item(s).</td>
</tr>
<tr>
<td></td>
<td>2. Assign and affix a tag to the item.</td>
</tr>
<tr>
<td></td>
<td>3. Record details from each item such as serial number, location, manufacturer, make, model, and description.</td>
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<tr>
<td></td>
<td>4. Add the equipment record to the register. The equipment record will require:</td>
</tr>
<tr>
<td></td>
<td>a. asset tag number</td>
</tr>
<tr>
<td></td>
<td>b. description</td>
</tr>
<tr>
<td></td>
<td>c. manufacturer, make and model</td>
</tr>
<tr>
<td></td>
<td>d. serial number</td>
</tr>
<tr>
<td></td>
<td>e. location (building/floor/room #)</td>
</tr>
<tr>
<td></td>
<td>i. University premises</td>
</tr>
<tr>
<td></td>
<td>ii. non-University premises (address)</td>
</tr>
<tr>
<td></td>
<td>f. Custodian of Equipment (individual, unit)</td>
</tr>
<tr>
<td></td>
<td>g. acquisition value</td>
</tr>
<tr>
<td></td>
<td>h. acquisition date</td>
</tr>
<tr>
<td></td>
<td>i. acquisition COA (speed code and account)</td>
</tr>
<tr>
<td></td>
<td>j. Equipment Asset Status (active)</td>
</tr>
</tbody>
</table>
k. other (optional) - any other information required by unit (e.g. vendor name, invoice number, granting agency name, warranty, maintenance)


SMS (Equipment Services)
1. Provides Unit Equipment Coordinator with equipment asset tags upon request.
2. Updates manuals and provides support with equipment asset procedures to units.

3. UPDATING THE EQUIPMENT ASSET REGISTER

a. Some equipment assets require to be updated on the equipment asset register before or after a scheduled confirmation of assets by a unit.

b. The following chart indicates the roles and responsibilities related to updating equipment assets and to the register.

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Activities</th>
</tr>
</thead>
</table>
| Unit Equipment Coordinator | 1. Updating the register can include the following:  
  a. Location  
  b. Missing equipment asset (Mysterious Disappearance)  
  c. Stolen equipment assets  
  d. Equipment that is damaged, destroyed, or dismantled for parts  
  e. Reinstatement of previously disposed of equipment assets refer to the Equipment Asset Form- Reinstatement  
  f. Warranty replacements, exchanges, or repairs involving retagging of equipment assets refer to the Equipment Asset Form - Retag  
  g. Surplus equipment assets  
  h. Other pertinent information required by Unit  
  See Related Links and the Equipment Asset Management Manual |
| Unit Staff | Required to inform the Unit Equipment Coordinator of any location changes or status updates of equipment in their possession and follow the procedures when forms are required. |

4. CONFIRMING EQUIPMENT ASSETS

a. It is a unit’s responsibility to perform an annual count of its equipment assets.

b. The following chart indicates the roles and responsibilities related to the annual confirming of equipment assets.

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Activities</th>
</tr>
</thead>
</table>

1. Schedule annual confirmation

2. Generate a report of equipment assets (Equipment Status: Active) to locate and verify status. This report will include equipment assets reported as missing since last annual confirmation.

3. Sort report by location and verify or note the following:
   a. Visual identification of tag number and found
      i. If the tag is damaged or unreadable, see the *Equipment Asset Form - Retag*
   b. Location
      i. If equipment asset is off campus and cannot be confirmed by unit staff, the individual responsible for the item should be requested to confirm existence. For example, an email from a researcher in the field.
   c. Missing equipment assets and not found in another location
   d. Lost equipment assets that has been reported as missing prior to this confirming process and a second attempt has been made to locate the equipment.
   e. Equipment assets destroyed or damaged beyond repair and no longer in use. Refer to Surplus Disposal Procedure – Equipment Assets.
   f. Equipment assets dismantled for parts and retained by unit.
   g. Reinstatement of an equipment asset that was previously removed from the equipment asset register in error or recycled from SMS (Surplus Disposal). See the *Equipment Asset Form - Reinstatement*
   h. Any other comments necessary about the equipment assets

4. Update the equipment asset register with the changes

See Related Links and the *Equipment Asset Management Manual*

<table>
<thead>
<tr>
<th>Unit Equipment Coordinator</th>
<th>1. Sign and date the confirmation report used by the unit to indicate that the annual equipment asset confirmation has been performed.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. If the Unit Equipment Coordinator performed the confirmation, the coordinator’s supervisor must sign the Equipment Asset Register.</td>
</tr>
<tr>
<td></td>
<td>3. Retain signed confirmation report until next annual confirmation completed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Equipment Coordinator or Supervisor</th>
<th>Will advise Unit Equipment Coordinator on any issues arising from the confirming of equipment assets process.</th>
</tr>
</thead>
</table>

5. DISPOSING OF EQUIPMENT ASSETS
a. Disposing of equipment assets for the most part is processed through SMS (Surplus Disposal). For all other types of disposals or removing equipment assets from the Equipment Asset Register refer to the Asset Disposal Procedures. (See Related Links)

b. For an equipment asset that has been traded-in towards the acquisition of new equipment assets, include the equipment asset information on the purchase requisition (tracked asset tag number if applicable) and the value being given for the trade-in. See Related Links: Equipment Asset Management Manual

c. The following chart indicates the roles and responsibilities related to the removing of equipment asset from the register.

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Equipment Coordinator</td>
<td>1. Ensure appropriate documentation and approvals were received, filed and</td>
</tr>
<tr>
<td></td>
<td>distributed as needed</td>
</tr>
<tr>
<td></td>
<td>a. ensure appropriate equipment asset disposal procedure followed</td>
</tr>
<tr>
<td></td>
<td>b. update equipment asset register with equipment asset status and disposal</td>
</tr>
<tr>
<td></td>
<td>information</td>
</tr>
<tr>
<td>Dean/Chair/Director or</td>
<td>1. Inform Unit Equipment Coordinator of any equipment assets disposed of by</td>
</tr>
<tr>
<td>Delegate</td>
<td>transfer to another unit or institution, sale, gift, or donation by providing</td>
</tr>
<tr>
<td></td>
<td>a signed copy of the disposal form.</td>
</tr>
<tr>
<td></td>
<td>2. Authorizes disposal of surplus equipment assets.</td>
</tr>
<tr>
<td>SMS (Equipment Services)</td>
<td>Retain disposal forms received from units when required.</td>
</tr>
<tr>
<td></td>
<td>Provides information on equipment asset disposals to various central</td>
</tr>
<tr>
<td></td>
<td>administrative units (example: Financial Services, Risk Management)</td>
</tr>
</tbody>
</table>

6. MONITORING COMPLIANCE

a. Units are expected to ensure compliance with University and unit internal procedures for the tagging and tracking of equipment assets.

b. Forms must be retained for 6 years plus the current year in most cases where equipment assets have been tracked in the register.

c. Throughout the year, SMS (Equipment Services) visits units to ensure compliance with the requirement to track equipment assets. This includes, but is not limited to:

i. reviewing unit documentation of equipment assets being tracked.

ii. testing a sample of acquisitions with equipment assets to ensure they are on the listing.

iii. testing a sample of items removed from equipment asset register to ensure appropriate institutional disposal procedure was followed.

iv. ensuring signoff on annual confirming of equipment assets.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended
### Effective and Efficient Stewardship of Assets

Units are entrusted to ensure:
- Appropriate and timely planning occurs at the acquisition, replacement, and disposal stages.
- Equipment is used effectively and for University purposes.
- Appropriate and timely maintenance is performed.

### Equipment Assets
Items acquired by the University such as scientific lab, information technology (IT) and other equipment, and vehicles. This includes items acquired through the Professional Expense Reimbursement program. This excludes Museum and Collections assets.

### Furnishings Assets
Items acquired by the University such as workstations, file cabinets, bookcases, classroom tables/podiums, soft seating (lounge seating), and lounge tables.

### Moveable Equipment
Moveable equipment assets are assets that are either not affixed to a building, or are fixed to a building but not permanently affixed in that the asset can be removed without costly or extensive alterations or repairs to the building, and the asset can be used after removal.

### Fabricated Equipment
Fabricated equipment assets are created by assembling a number of components (manufactured or custom made) to produce a specialized piece of equipment that meets unique research specifications.

### Desirable Equipment
Moveable equipment assets with an acquisition value of less than $5,000 that are at a higher risk of loss, of a sensitive nature, or where there are internal control concerns. Examples include equipment purchased with Professional Expense Reimbursement funds, firearms equipment in locations shared with other institutions/agencies or in student labs or off-site/research locations, leased equipment, or equipment required to be tracked by a granting agency.

### Unit Equipment Coordinator
Person designated by a Dean, Chair, or Director of a faculty, department, centre or unit to manage equipment assets.

### Acquisition Value
The original purchase cost of an equipment asset or the value assigned to an equipment asset when acquired through in-kind contribution, or transfer from an external or internal source.

### University Premises
University premises include University land and buildings. This includes, but is not limited to, any of the University campuses, farm lands and research sites.

### Non-University Premises
Non-University premises represent any location outside of the University premises in which University-owned equipment is found. This can include, but is not limited to, private residences, conference sites, non-University research sites, University Hospital (Alberta Health Services) and leased properties.

### Equipment Asset Register
Detailed records of equipment assets, used to facilitate physical control and security, and to provide information for disposal, replacement and insurance purposes. Units are not required to track furnishings.

### Custodian of Equipment
The custodian is the unit using the equipment asset and is responsible for its condition, maintenance, repair, replacement, or disposal. This may not always be the unit that funded the equipment asset.

### Equipment Asset Status
The existing state of an equipment asset record. Active equipment asset records are in use and being maintained by a unit. Inactive equipment asset records have been disposed of or surplused and are kept for historical reporting. Confirming of equipment assets is performed annually on equipment asset records with a status of Active.

### Missing Equipment Asset
Equipment assets that cannot be located due to a disappearance under unknown circumstances that cannot be explained. Also known as
“Mysterious Disappearance” in the University’s insurance policy.

**Surplus Equipment Assets**

Surplus equipment assets that are no longer of use to a unit, due to obsolescence, damage beyond economical repair, destruction (such as during the course of conducting research) or dismantling (not retained by unit).

**FORMS**

Should a link fail, please contact uappol@ualberta.ca.

- Equipment Asset Disposal Form – Confirmation of Acceptance of Transfer of Equipment from the University of Alberta
- Equipment Asset Disposal Form – Dismantled for Parts and Retained
- Equipment Asset Disposal Form – Gift to Staff Member
- Equipment Asset Disposal Form – Donation to Registered Charity
- Equipment Asset Disposal Form – Request to Transfer to Another Institution (Assets purchased from Restricted Research Funds)
- Equipment Asset Disposal Form – Stolen or Lost
- Equipment Asset Form - Reinstatement
- Equipment Asset Form – Retag
- Equipment Asset Form - Transfer or Sale (Internal) to Another University Unit

**RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca.

- Equipment Asset Management Manual (University of Alberta)
- Guide to Financial Management – Chapter 16: Equipment and Furnishings Assets (University of Alberta)
- Online Equipment Asset Register (University of Alberta)
- Supply Management Services (University of Alberta)