

Computer inventory control policy assignment

[Sociology](#)



COMPUTER INVENTORY CONTROL POLICY I. POLICY OBJECTIVE: To provide for centralized inventory management and control of all company-owned computers and computer related equipment to ensure adequate accountability of resources. II. OFFICE OF PRIMARY RESPONSIBILITY: The Information Technology department is responsible for the development, coordination, maintenance, and distribution of the Company Computer Inventory Control Policy. The Policy and any changes to the Policy, to be in effect, must be adopted by the Officers of the company.

The IT Department shall be responsible for developing any necessary process charts and/or procedures which support the implementation of this policy. III. CHANGE CONTROL PROCEDURES: Recommendations for changes to the policy shall be submitted in writing to the IT Department. The IT Department will, after review, include the recommendations for change and scheduled a meeting for discussion and possible action. If the changes are adopted by the officers, the Policy shall be updated, the revision number and effective dates changed, and the Policy re-distributed.

IV. POLICY STATEMENT: The IT Department shall be responsible for creating and maintaining a Master Inventory System for all Computer and Computer related equipment for all Stores, Offices and Departments. Types of equipment shall include but not necessarily be limited to: A. Personal Computing Systems and Peripherals: 1. File Server Platforms. PC Based systems used to serve multiple PCs in a networked (Local or Wide Area) environment whether or not it may also function as an independent workstation.

Includes system identification, current configuration of directly or remotely connected internal or external hardware devices (CD-ROMS, Scanners, Printers, Copiers, Fax Hardware, Memory, and Internal Mass Storage Devices), and operating systems versions- 2. Communication Devices. Controllers, Modems, Gateways and any other devices connected directly or remotely to the PC Based File Server Platform for the purpose of supporting communications. To include all telephone equipment in excess of \$100. 3, Personal Computers.

A single computer whether networked or stand-alone. Includes system identification, current configuration of directly or remotely connected internal or external hardware devices (CD-ROMS, Scanners, Printers, Copiers, Fax Hardware, Memory, Communications Devices, and Internal Mass Storage Devices), and operating systems versions. 4. Monitors. Any visual display device directly connected to and dependent upon an attached computer platform (File Server, PC, Laptop Docking Station, etc.) to perform its intended function. 5. Printers.

Impact, Ink, Thermal, Laser, or any other printing device capable of rendering hardcopy output and directly or remotely connected to a File Server Network or individual workstation. V. REPORTING: Management reports shall be provided to any officer of the company upon request. Within the capabilities of the automated inventory system in use, the reports may be tailored to include all or part of the departmental inventory listings. At a minimum each individual item maintained in the Master Inventory System shall include the following: 1.

Department. The department that purchased, or received ownership of the equipment through transfer, and is responsible for the safekeeping of the item. 2. Equipment Description: Example: Dell Vostro 220, Terminal, PC, File Server, Monitor, printer, etc. 3. Manufacturer Example: IBM, Toshiba, Dell, Apple, etc. 4. Serial number: The Serial Number of each item of equipment verified by physical inventory. 5. Equipment model: Vendor Equipment model number, if applicable. 6. Equipment type: Vendor Equipment type, if applicable. 7.

Equipment location: The physical location of the unit regardless of ownership. 8. Equipment status: Operational Status of the item. Example: in service, under repair locally, returned to vendor for repair/replacement, surplus, etc. 9. Maintenance provider. If under Contract for Maintenance, the name of the provider. May be vendor or third party maintenance provider. If in-house maintenance is provided, IT is the assigned provider. If the item is cheaper to replace than to repair then DISPOSABLE is entered for this item. 10.

Maintenance cost. The monthly or Annual Cost paid to a vendor or third party provider. If IT is the maintenance provider or the item is DISPOSABLE, the cost is \$0. 00. 11. Purchase date The date on the Purchasing Document. 12. Delivery date: Date item was received (Beginning of Warranty Period). 13. Expiration date: Expiration Date of Warranty or Current Maintenance Contract. 14. Barcode Number : Every item that falls under this policy shall include a barcode label, identifying that the property is owned by " Castle Megastore"

VI. DISPOSAL OF COMPUTER OR COMPUTER RELATED EQUIPMENT: In the event computers or computer related equipment becomes excess to the needs of the department to which it belongs, IT shall be notified of the plans to dispose or transfer the equipment so the Inventory Management System can be updated. IT will assist in the disposal or reassignment of the assets at the request of the department. At such time, the asset shall be eliminated from the Inventory Management System or transferred to another department, as required.