

## RUTGERS SCHOOL OF ARTS & SCIENCES (SAS) STANDARD BUSINESS PRACTICE

<b>Practice Name</b>	SAS Computer Inventory Practice
<b>Responsible Executive</b>	SAS Executive Dean
<b>Approval Authority</b>	Director of Administration, Director of Finance, and/or Vice Dean for Administration
<b>Responsible Office</b>	SAS Office of Administration

### 1. University Policies Governing the Practice

The Policy outlines the SAS-specific practice to be followed when tracking inventory of computer/information technology assets. The following university policies are relevant: Grant and Contract Accounting ([40.2.11](#)); Equipment Inventory and Property Management ([40.2.10](#)); Alternative Work arrangements and Telecommuting for regularly appointed staff ([60.3.22](#)); Surplus Property ([20.1.12](#))

### 2. Reason for the Business Practice

To establish the process controls necessary to safeguard the Rutgers School of Arts and Sciences computer equipment and software.

### 3. Who Should Read this Practice

- SAS Deans
- SAS Department Chairpersons
- SAS Faculty
- SAS Business staff

### 4. Practice

A large volume of computer equipment and software is deployed throughout the Rutgers School of Arts and Sciences. This equipment and software needs to be properly inventoried and secured to address University IT security policies and audit requirements. This equipment and software is the property of Rutgers University, as such, appropriate records must be kept.

### 5. Procedures

#### A. Ownership

1. All computer hardware (desktops, laptops, tablets, etc.) purchased by administration/faculty/staff is the property of Rutgers University including hardware purchased on federal or private foundation grants (See Rutgers Policy [40.2.10](#)).
2. Computer hardware purchased on primarily federal grants can possibly move with the investigator in the event the investigator and their funding moves to another institution. The investigator must notify Rutgers SAS (i.e. their department head for items < \$5000.00 and Rutgers Property Management/ORSP for items > \$5000.00 in value.) in writing in advance of

the move (see university policy [40.2.10](#) referenced in relevant university policies section above. “Capital equipment acquired under sponsored programs may remain the property of the sponsoring agencies. Departments having custody of such equipment should be fully advised of and adhere to such procedures. The Property Management Department, the Division of Grant and Contract Accounting and the Office of Research and Sponsored Programs can provide detailed property control information”).

## B. Shipping/Receiving and Deployment

1. All computer equipment (including but not limited to, smart phones, tablets, software) must be processed (entered into inventory in the SAS Sign Out application by SAS IT) and deployed by SAS IT and therefore cannot be shipped directly to the admin/faculty/staff person.
2. Computer equipment received by SAS IT will be recorded into the inventory control system for audit purposes. The serial number, deployment location (department, faculty/staff assigned and their contact information), date received and date deployed are to be recorded by SAS IT staff.

## C. Inventory at the Department Level

1. Computer hardware assignment (faculty/staff) are to be tracked internally by SAS IT using the SignOut application.
2. Computer equipment deployed to faculty/staff for telecommuting (“work at home”) must be signed out from the SAS SignOut application. (NOTE: Staff must be pre-approved for telecommuting by SAS Human Resources per Rutgers University policy [60.3.22](#) (HR Telecommuting).
3. All mobile devices (e.g. laptops, tablets) are deployed as “signed out” by default. (Exception: mobile devices deployed to teaching labs that remain on campus.)
4. The department administrator and/or faculty/staff should notify SAS IT of computer equipment moves via ServiceNow. SAS IT will update the equipment office location in the computer inventory tracking system (SignOut).

## D. Re-Deployment

1. Computer hardware should only be re-deployed by SAS IT. Computer hardware to be re-deployed needs to be tracked in the central inventory system (SignOut) and its new location upon re-deployment should be recorded in the inventory tracking system.
2. Departments should notify SAS IT when they want to redeploy their used computer hardware (e.g. when a faculty/staff member leaves the institution).
3. The electronic media (hard drives; USB drives, flash memory) must be wiped at the DoD 5220.22-M level of wipe before re-deployment.

## E. Decommission

1. Computer hardware to be moved in the event of investigator move to an outside institution must be cleansed of Rutgers owned software and restricted data (i.e. PHI, FERPA ...) by SAS IT before it can be released to the departing investigator.
2. End of life computer hardware cannot be given or gifted to admin/faculty/staff.

All University policies are subject to amendment and SAS practices will reflect such amendments as necessary. Please refer to the Rutgers University Policy Library website ([policies.rutgers.edu](http://policies.rutgers.edu)) for the official, most recent version of the University policy and to the SAS Practice Library for the official, most recent version. Printed versions may not reflect the current practice.

3. End of life computer hardware is to be decommissioned (this needs to be noted in the inventory control system) and discarded according to Rutgers University Surplus Property policy ([20.1.12](#))
4. Hardware decommissions will be managed and processed by SAS IT.
5. All electronic media (hard drives, USB drives, flash memory) must be wiped at the DoD level of wipe or be physically destroyed (crushing; hard drive punch device, etc.).

## A. Document Version History and Change Log

<i>Date</i>	<i>Version</i>	<i>Section Changed</i>	<i>Author(s)</i>
03/19/21	1.0	First draft	Kerrigan, J.E.
10/16/2024	1.1	Approved	Vosseler, Thomas J.