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School of Arts & Sciences (SAS) Information Technology Procurement and Inventory Policy

Policy Statement: This policy outlines the terms for the proper inventory of IT purchases including the reimbursement procedure when purchases are made with non-Rutgers funds.

Who should read this policy: All faculty and staff in the School of Arts and Sciences

SAS IT PROCUREMENT AND INVENTORY POLICY

A. Introduction

Individuals must adhere to University purchasing policies and guidelines, and utilize the University's purchasing tools when acquiring IT goods. Doing so enables the University to:

- Take advantage of Rutgers' tax-exempt status
- Receive pre-negotiated contract pricing and terms on certain products
- Gain protection from the terms and conditions vendors accept as part of the purchasing process, and
- Comply with state, federal and other administrative regulations.

The University and SAS have implemented practices that meet the IT needs of our user community while minimizing the need for personal purchases, including:

- Quick delivery of standard computers and commonly used cables/adapters accessories kept "in-stock" by the SAS IT organization
- Use of a University Purchasing Card (PCARD) to purchase items from vendors who do not accept purchase orders, and
- Working with local vendors who often accept a walk-in purchase order for equipment that is in stock.

B. Procedure

Purchases through Cornerstone

Purchases made through Rutgers purchasing must be inventoried as soon as possible after they are received. Equipment should be delivered to the IT staff first so they can ensure that the correct equipment was received and properly mark it as received in the central purchasing system. IT staff will inventory the equipment and then deploy it in the appropriate location.

Reimbursement for purchases made with non-Rutgers funds

Central policies will govern how purchases made with non-Rutgers funds are handled. Specifically:

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- 20.1.11 – Purchasing Policy – Details proper purchasing procedures
- 40.2.10 – Fiscal Management Policy – Details requirement to properly inventory equipment
- 40.4.1 – Reimbursement Policy – Provides for the reimbursement of personally incurred expenses that are less than $500.

As with purchases made with Cornerstone, IT equipment must be inventoried appropriately and IT staff must be familiar with the equipment as they may be asked to support it. For this reason, IT endorsement is required prior to reimbursement for personal expenditures on SAS IT equipment. Such endorsement will be granted expeditiously and in accordance with University policies provided the purchased equipment has been inventoried or signed out.

Please provide the following information for each category of equipment/devices that must be inventoried:

- Non-Portable equipment/devices that will remain on Rutgers property:
    - Equipment Description (e.g. Desktop Computer)
    - Model Number
    - Serial Number
    - Location (Building and Room #)

  NOTE: This information can be provided in the manner that is most convenient to the user including a photo of the equipment & location.

- Portable equipment or items that can/will be removed from Rutgers' property:
    - Completed sign-out form approved by department chair or designee, University policy requires that a sign out process be completed and approved by the department NOTE: Please contact departmental IT staff for assistance with this process.

Items that meet one or more of the criteria below, whether on or off Rutgers property, <u>do not have to be inventoried</u>:

- Consumables (Printer ink, etc.)
- Peripherals that don't have a serial number (e.g. inexpensive keyboards, mice, etc.).

Special Cases: Items that are installed in another system should be inventoried as part of that system's components. This would apply to hard drives, memory, etc.

C. Support

SAS IT will support IT equipment/devices purchased in conformance with this policy and the SAS Computer Maintenance Policy. Support for non-conforming equipment/purchases is subject to time constraints and expertise limitations in the SAS IT organization and/or limitations/constraints imposed by the technology or the technology vendor.

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D. Document Version History and Change Log

Date	Version	Section Changed	Author(s)
3/17/18	1.0	First draft	Vosseler, T.
4/16/18	1.1	Presented to Vice Dean, Administration. Revised based on suggestions.	Vosseler, T., Williams, J.
6/20/18	1.2	Presented to SAS Senior Staff and received approval.	Vosseler, T