

Policy about IT equipment inventory

The following policy describes the inventory procedure to be followed when a piece of equipment is acquired.

All the IT equipment bought with ENCS Faculty Budget or with research funds is the property of Concordia.

AITS is the administrative unit responsible for the inventory of IT equipment. The IT equipment purchased having a value less of 1000\$, the inventory responsibility is pertained to the departments who might decide the course of actions.

For any non IT equipment, the inventory must be done through the help of the other departmental units (e.g. with the help of the appropriate technical staff within a department).

IT equipment inventory guidelines

IT equipment that is bought, installed and maintained by AITS must be inventoried.

IT equipment that is installed on the network (bought or not through AITS) must be inventoried.

Any other type of IT equipment does not need to be inventoried by AITS (as an example a USB key, any external USB printer or peripheral) except if the departmental management rules or the rules of Concordia regarding asset management require it.

IT equipment inventory procedure

Any IT equipment over 1000\$ must be inventoried by AITS.

Any IT equipment having a value less than 1000\$ which requires an intervention by AITS staff such to be connected to the network needs to be inventoried.

If the equipment is not received at AITS offices, the inventory operation can be done. There is no need to bring the equipment to the Help Desk. A scanned copy of Purchase Order (a full detailed copy of e receipt for an external purchase) needs to be sent with a request. In that case, the inventory operation is limited to the data entry in the database. At the end, an inventory TAG with a paper copy of the PO with the pertaining instructions will be send to the requester.