

Carlos Alvarez College of Business

Updated Inventory Processes

May 2022

The Alvarez College's recent risk audit assessment identified capital assets as an area of concern the college must address. Unlike other colleges that have specialized wet labs with chemicals and related equipment, our college maintains approximately 1,300 devices (valued at over \$4 million). Approximately 1/3rd of these devices is between 8 and 13 years old. This represents one of the greatest risks to the college since the university recommends an average life cycle for computers of 5 years. We seek to improve our internal processes concerning inventory to minimize risk. These steps include a thorough review of current assets – particularly location, assigned users, department IDs, custodian information, and removal of equipment documentation. In order to enhance our inventory control measures, our Academic Computing team will collaborate with all departments and units to update college record keeping.

What should you expect?

The college will implement a 1:1 exchange on the purchase of new computer equipment (laptops/desktops/tablets). A review of the user's existing assets will occur, and the faculty member/department will be required to surplus an older device upon delivery of the new device. Any requested exception to this policy will require a documented use case submitted to Academic Technology for review and the Dean's office provides a final decision.

For department/unit labs (e.g. Financial Studies Center, Cyber Security labs, Statistics labs, Behavioral Studies lab, doctoral student rooms) all equipment (current and future purchases) will transfer to the relevant department/units. Each department's inventory control person (ICP) will be required to ensure this data is updated and maintained.

Emeritus faculty: [UTSA HOP 2.03, IX C.2](#) grants emeritus faculty use of a UTSA computer on campus, if available, and if the use relates to UTSA activity. The Alvarez College will be able to provide access to a laptop should an emeritus faculty need computer access while visiting campus. Exceptions for Emeritus faculty are subject to the approval of the Dean.

Other Requirements

- Equipment purchases will be assigned to the user at point of purchase. Academic Computing will review system configuration to ensure minimum requirements are met and higher-end requests are appropriate.
- Each department is responsible for confirming data is accurate concerning location, custodian and department ID. Academic Computing recommends department ICPs do a physical walk- through confirming asset locations and update accordingly.
- Department ICPs will collaborate with Academic Computing to ensure all Removal of Equipment (ROE) forms are signed and updated annually.
- Any systems sent to the vendor for repair where an asset tag is removed must coordinate with the department ICP and Academic Computing, making appropriate changes in PeopleSoft.

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- Departments are expected to review an employee's assigned equipment prior to separation and follow university guidelines for collection of all equipment.
- Academic Computing has created a Teams group to maintain a central data repository. Data maintained includes, but is not limited to, removal of equipment (ROE) forms, inventory changes, equipment surplus documentation, lost/stolen reports, police reports, etc.
- Updated master inventory lists of departmental assets will be available for leadership review.
- Academic Computing will conduct an annual review and make recommendations for equipment surplus.