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Parent Policy: [Equipment and Furnishings Asset Management Policy](#)

Equipment Registration and Tracking Procedure

Office of Administrative Responsibility:	Supply Management Services (Distribution Operations)
Approver:	Associate Vice-President (Finance, Procurement and Planning)
Scope:	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories)

Contact for questions about this procedure:	equipment.services@ualberta.ca OR SMS Dispatcher: 780-492-4122
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Overview

Deans, Chairs and Directors are responsible for the planning, procurement and ongoing **effective and efficient stewardship of assets**, including their safeguarding, utilization, maintenance and disposal. In order to facilitate asset stewardship, units are required to work with SMS to tag and track the following **equipment assets** in the **PeopleSoft Asset Management Registry** (the "Registry"):

- **moveable equipment** with an **acquisition value** of \$5,000 or greater (before discounts and promotions). This includes equipment acquired through purchase, donation or transfer and **fabricated equipment** where the aggregate cost is \$5,000 or greater;
- **desirable equipment** with an acquisition value of less than \$5,000, defined by a unit as necessary to tag and track; and
- equipment that has been purchased through Professional Expense Reimbursement (PER) with a fair market value of \$1,000 or greater (before discounts and promotions).

Units may choose to tag and track any other items. Units are not required to tag and track **furnishings assets** or Museum and Collections assets. This procedure does not apply to **consumables**.

Purpose

The purpose of this procedure is to facilitate the safeguarding and maintenance of equipment assets by ensuring that equipment assets:



- are effectively registered and tracked in the PeopleSoft Asset Management Registry;
- are tagged by SMS as University equipment assets; and
- have their physical existence, location and condition annually reviewed and confirmed in the Registry.

PROCEDURE

1. DETERMINING EQUIPMENT ASSETS TO BE TAGGED AND TRACKED

- a. Units are required to tag and to track the following items in the PeopleSoft Asset Management Registry:
 - i. Moveable equipment assets with an acquisition value of \$5,000 or greater (excluding discounts and promotions). This includes purchased, donated or transferred equipment and fabricated equipment where the aggregate cost of components is \$5,000 or greater.
 - ii. Desirable equipment assets with an acquisition value of less than \$5,000. Units will define desirable equipment assets.
 - iii. Any equipment purchased through Professional Expense Reimbursement (PER) with a fair market value of \$1,000 or greater.
 - Items obtained for little or no cost (i.e. promotional or bonus items) with a fair market value of \$1,000 or greater must be tagged. Promotional and bonus items will be assessed and entered at their fair market value.
 - Items where the aggregate value of the components exceeds \$1,000 must be tagged. Individual components of that item do not need to be tagged separately; 1 tag for the entire unit will suffice.
- b. In deciding desirable equipment assets to track (such as tablets, smartphones and laptops), units should perform an assessment of the risk environment in which equipment assets are located. Examples of lower-risk scenarios include:
 - i. The unit has one computer for each employee (1:1 ratio). Generally, most IT LAN administrators maintain a listing of IT equipment in the unit such as desktops, laptops, tablets and smartphones for purposes such as licensing, security, warranties and servicing.
 - ii. The equipment assets are located on **University premises** on a locked down floor, or the unit has other security measures in place, such as surveillance cameras.
- c. Examples of higher-risk scenarios of desirable equipment include:
 - i. The unit has equipment assets that are shared and move around from room-to-room.
 - ii. The unit has equipment assets in unsecured areas (research labs, student computer labs, classrooms, open public areas).
 - iii. The unit has equipment assets that are located on **non-University premises** where security measures are unknown (e.g. field research sites, Alberta Health Services shared spaces).



- iv. The unit has equipment assets where there are additional internal control concerns (e.g. firearms, leased equipment).
- d. Units may choose to track items below \$5,000 in value in the PeopleSoft Asset Management Registry including assets recycled by, or purchased from, SMS. Units may consider the University's insurance coverage in determining equipment assets that should be tracked: the insurance deductible is applied to the total loss, not to each item. For further information, contact Risk Management and Insurance.

2. TAGGING EQUIPMENT ASSETS

Units must ensure that SMS tags equipment assets as soon as possible after delivery. If asset delivery is not a central function within the unit, the employee responsible for performing the **Unit Equipment Coordinator** duties will rely on either reports from the financial system to identify equipment assets received or copies of acquisition invoices as the supporting documentation and provide the information to SMS to ensure timely tagging and tracking.

- a. The Unit Equipment Coordinator will:
 - i. Identify the items that require tagging by obtaining the supporting documentation (e.g. Purchase Order, Invoice, Equipment Asset form).

If there are ten (10) pieces of equipment or less:

- Send an email to SMS via equipment.services@ualberta.ca detailing the serial number, location, manufacturer, make, model description, date of purchase, PO number – with account and speed code - and purchase price. (If the unit wants additional optional information inputted into the PeopleSoft Asset Management Registry, such as the Principal Investigator's name, the grant used to acquire the equipment or warranty or maintenance details, include this information in the email to SMS.)

Within 20 days of receiving the email, SMS will assign each piece of equipment a tag number, input the information into the PeopleSoft Asset Management Registry and visit the unit to affix the proper tag number to each piece of equipment.

If there are more than 10 pieces of equipment:

- Send an email to SMS requesting the equipment registry EXCEL template, via equipment.services@ualberta.ca.
- When the template is received, complete and email back to SMS.

Within 20 days of receiving the completed template, SMS will assign each piece of equipment a tag number, upload the information into the PeopleSoft Asset Management Registry and visit the unit to affix the proper tag number to each piece of equipment.

- ii. In certain circumstances, units that regularly purchase large amounts of equipment may self-process the tagging procedure. For further information and approval, contact SMS (Equipment Services) at: equipment.services@ualberta.ca.
- b. Upon request, SMS will provide non-numbered tags to units that would like to tag a non-registered piece of equipment (such as a memory stick, keyboard, smartphone, etc.) as owned by the University of Alberta. These tags are not to be used for any equipment that is tagged and tracked in the Registry.

3. CONFIRMING EQUIPMENT ASSETS



It is a unit's responsibility to perform an annual verification of its equipment assets. The unit coordinator shall:

- a. Generate a report of equipment assets with an "Active" equipment status to locate and verify **status**. This report includes assets reported as **missing** in the prior count.
- b. Perform the review and document the results including:
 - Perform visual inspection of tag (if tag is unreadable, contact SMS for a replacement) and confirm the physical location. If the asset is off campus, the individual responsible for the item (e.g. a researcher in the field) should be requested to confirm the existence, tag and location, via email.
 - If previously reported missing assets could not be located, mark these items as "**lost**". A report of missing items must have been filed with UAPS, followed by an extensive search, before the asset can be reported as "lost".
 - If current active assets are missing, mark these items as "missing" and file a report with UAPS. An extensive search must then be initiated.
 - If any item has been surplus, traded-in, sold or gifted directly to departing staff, donated to a registered charity, stolen, lost or dismantled for parts, it is considered retired and should be updated on the Registry as per the *Equipment Asset Disposal Procedure*.
 - If an item was previously removed from the Registry in error (it is active but not listed on the report), or if recycled equipment was obtained from SMS, it should be added to the list.
 - Add any other comments/updates about the equipment.
- c. Sign and date the updated report and have the report signed by the immediate supervisor.
- d. Send a copy of the report to SMS who will, in turn, update the Registry. Units must retain a copy of the report on file. SMS may request a copy of the report from the unit when performing their spot audits.

4. UPDATING THE PEOPLESOFT ASSET MANAGEMENT REGISTRY

Units may only update the location. All other updates are done by SMS.

SMS conducts regular audits of the PeopleSoft Asset Management Registry to ensure that the registry remains updated and that all equipment is properly tagged, as appropriate and as noted in this section.

a. New Equipment

As per section 2.a. of this procedure, SMS will update the Registry for all new equipment purchases.

b. Reinstatement

If a unit receives recycled equipment from SMS (free or purchased), or if it removes an asset from the Registry in error, the item(s) is to be reinstated on the Registry. In these cases, the unit will provide the equipment asset details to SMS via email at equipment.services@ualberta.ca and SMS will update the Registry.



c. Retagging

If an asset tag has been destroyed (unreadable or ripped), or if an asset has been replaced under warranty, or if the tag no longer exists on equipment returned from the vendor, the equipment must be retagged. The number cannot be reused. The unit must provide the equipment asset details to SMS, via email at equipment.services@ualberta.ca, and SMS will update the Registry and forward a new tag to the unit.

d. Retired/Disposed Equipment

Any equipment that is surplus, traded-in, sold or gifted directly to departing staff, donated to a registered charity, stolen, lost or dismantled for parts is considered retired and should be updated on the Registry as per the *Equipment Asset Disposal Procedure*.

e. Other Changes to Equipment Status

Upon completion of an annual equipment count, some assets will need to be updated on the PeopleSoft Asset Management Registry. Units may change the location, but all other changes are to be made by SMS.

If a unit has transferred equipment to or from another institution (as per the *Equipment Asset Procedure – Transfer To or From Another Institution (Asset Purchased from Restricted Research Funds)*), the unit must provide details to SMS in order to have them update the Registry.

If the location of any equipment has changed (either within the unit or as a result of an internal transfer or sale), the unit equipment coordinator must update the Registry.

5. DISPOSING OF EQUIPMENT ASSETS

Disposing of equipment assets is processed through SMS (Surplus Disposal). Refer to the *Equipment Asset Disposal Procedure* for more information. (See Related Links)

6. MONITORING COMPLIANCE

- a. Units are expected to ensure compliance with University-wide and unit-specific internal procedures for the tagging and tracking of equipment assets.
- b. Forms and supporting documentation must be retained for 6 years plus the current year in most cases where equipment assets have been tracked in the register.
- c. Throughout the year, SMS (Equipment Services) performs random site-visit audits at units to ensure compliance with the requirement to track equipment assets. Audits include, but are not limited to:
 - i. reviewing unit documentation of equipment assets being tracked.
 - ii. testing a sample of acquisitions with equipment assets to ensure they are on the Registry.
 - iii. testing a sample of items removed from the Registry to ensure the appropriate disposal procedure was followed.
 - iv. ensuring completion and sign-off of an annual review of equipment assets.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

Acquisition Value	The original purchase cost of an equipment asset, excluding discounts or promotions (eg. “free” or bonus items are valued at non-promotional or discounted price) or the value assigned to an equipment asset acquired through either an in-kind contribution or a transfer from an external or internal unit. Required for insurance purposes.
Consumables	Goods that can be eaten, drank or used up, such as foods, beverages and fuels.
Desirable Equipment	Moveable equipment assets with an acquisition value of less than \$5,000 that are at a higher risk of loss, are of a sensitive nature, or have internal control concerns. Examples include equipment purchased with Professional Expense Reimbursement funds, firearms, equipment in locations shared with other institutions/agencies, in student labs or off-site/research locations, leased equipment, or equipment that is required to be tracked by a granting agency.
Effective and Efficient Stewardship of Assets	Units are entrusted to ensure that: - Appropriate and timely planning occurs at the acquisition, disposal and replacement stages. - Equipment is used effectively and for University purposes. - Appropriate and timely maintenance is performed.
Equipment Asset Status	The current recorded state of an equipment asset. Active equipment asset records are maintained by the unit and the Registry updated by the unit or SMS. Inactive equipment assets are those that have been recorded as having been disposed of or retired, and are kept for historical reporting. A review is performed annually, by the unit, on active and missing equipment assets to ensure that the status is updated regularly.
Equipment Assets	Items acquired by the University including, but not limited to, scientific and lab equipment, information technology (IT) equipment, miscellaneous equipment, vehicles and items purchased through Professional Expense Reimbursement (PER).
Fabricated Equipment	An asset created by assembling a number of components (manufactured or custom made) to produce a specialized piece of equipment that meets unique research specifications.
Furnishings Assets	Items acquired by the University including, but not limited to, workstations, file cabinets, bookcases, classroom tables/podiums, soft seating (lounge seating), and lounge tables.

PeopleSoft Asset Management Registry	An electronic registry used to record details of assets in order to facilitate physical control and security, and to provide information for disposal, replacement and insurance purposes. Units are not required to track furnishings.
Lost Equipment Asset	For an asset to be considered lost, it must initially be reported as missing and a report filed with UAPS. If after an extensive search the asset still cannot be located, the unit can confirm the asset as missing and it can be reported as lost in the Registry.
Missing Equipment Asset	Equipment assets that cannot be located due to a disappearance under unknown circumstances that cannot be explained. Also known as "Mysterious Disappearance" in the University's insurance policy.
Moveable Equipment	Assets that are either not affixed to a building, or are fixed to a building but not permanently affixed in that the asset can be removed without costly or extensive alterations or repairs to the building, and the asset can be used after removal.
Non-University Premises	Any location outside of University premises in which University-owned equipment is found. This can include, but is not limited to, private residences, conference sites, non-University research sites, hospitals, Alberta Health Services properties and leased properties.
Unit Equipment Coordinator	Person designated by a Dean, Chair, or Director of a faculty, department, centre or unit to manage equipment assets.
University Premises	All University land and buildings. This includes, but is not limited to, any of the University campuses, farmland and research sites.

FORMS

[Forms Cabinet](#)

- 1. Equipment Asset Form - Acceptance of Equipment Transferred From the University (PDF)
- 2. Asset Disposal Form - Asset Retirement (PDF)
- 3. Asset Disposal Form - Supplemental (PDF)
- 4. Asset Disposal Form - Donation to Registered Charity (PDF)
- 5. Asset Disposal Form - Request to Transfer Equipment to Another Institution (PDF)
- 6. Asset Disposal Form - Transfer or Sale (Internal) to Another University Unit (PDF)
- 7. Equipment Asset Acceptance of Gift in Kind to the University Unit (PDF)
- 8. Equipment Asset Acceptance of Equipment Transferred to the University (PDF)
- 9. Equipment Asset Loan Form - Equipment Loan from the University of Alberta (PDF)
- 10. Equipment Asset Loan Form - Equipment Loan to the University of Alberta (PDF)
- 11. Asset tag request form (PDF)

- Surplus Disposal Form
- Asset Equipment Services Upload Template - Contact Equipment Services



RELATED POLICY DOCUMENTS (UAPPOL)

[Equipment Asset Disposal and Retirement Procedure](#)

[Equipment Asset Procedure - Transfer To or From Another Institution \(Asset Purchased from Restricted Research Funds\)](#)

RELATED LINKS

[Finance, Procurement and Planning](#)

[Guide to Financial Management](#)

[Risk Management and Insurance](#)

*For questions surrounding policy document interpretation or implementation,
please contact the Office of Administrative Responsibility.*

For the most recent version of this document please visit <https://www.ualberta.ca/policies-procedures/index.html>