PROPERTY CONTROL UPDATE

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AGENDA

• What is high-risk equipment?
• Why do we tag high-risk equipment?
• What did we do in the past?
• What is our current practice?
• What are the options for departments?
• What are the benefits?
• What are the changes going forward?
• Contact information
WHAT IS **HIGH-RISK EQUIPMENT**?

- Storage devices that may contain sensitive data
- Equipment valued less than $5,000 at the time of acquisition
- Equipment that is desirable and portable by nature

Acquisition methods include, but are not limited to:
- purchases from UO funds (including grants)
- purchases through the UO Foundation
- gifts
- transfers from outside agencies
- trade-ins
**WHAT IS HIGH-RISK EQUIPMENT?**

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>65529</td>
<td>Cameras (digital, video)</td>
</tr>
<tr>
<td>20453</td>
<td>Computers (desktop, laptop, tablet), external hard drives, or smartphones</td>
</tr>
<tr>
<td>60046</td>
<td>Copy and Multifunctional Machines</td>
</tr>
<tr>
<td>49058</td>
<td>Microscopes</td>
</tr>
<tr>
<td>80345</td>
<td>Music Systems (amp, mixing board)</td>
</tr>
<tr>
<td>58010</td>
<td>Musical Instruments</td>
</tr>
<tr>
<td>20482</td>
<td>Printers</td>
</tr>
<tr>
<td>88067</td>
<td>Projectors</td>
</tr>
<tr>
<td>84038</td>
<td>Televisions</td>
</tr>
<tr>
<td>84082</td>
<td>Video/Disk Players (DVD, BluRay, DVR)</td>
</tr>
</tbody>
</table>
WHY DO WE TAG HIGH-RISK EQUIPMENT?

The OUS Internal Audits division memorandum dated June 8, 2004 stated:

4. Strengthen high-risk equipment monitoring.
   During a review, we noted that three of the four departments did not monitor high-risk equipment. This raises concerns that departments may not be properly safeguarding high-risk equipment. The Property Control Manual states:

   “Due to the popularity and portability of such equipment, it is considered at high risk of loss. Therefore, departments need to take particular care to safeguard this type of property. A list of such equipment, including type of equipment, manufacturer and serial number, should be maintained.

High-risk equipment should be secured when not in use. Acceptable security measures include storing in a locked cabinet or room, or use of cables to secure the property to permanent fixtures.

When high-risk equipment is in use, it is strongly recommended that a checkout procedure be used. The checkout list should include date and time checked out and back in, user name, department, a description of the equipment, and serial number.”

We recommend that university management establish and communicate this policy requiring departments to safeguard high-risk equipment.
WHAT DID WE DO IN THE PAST?

- Annual list of capitalized assets sent to departments for inventory
- Assets reviewed and results reported
- Results used to update the fixed asset system
- Audits revealed 30-40% error rate
- Upper management mandated centralized inventories
- Similar decisions made for high-risk equipment
WHAT IS OUR CURRENT PRACTICE?

- Departments notify Property Control upon acquisition of high-risk equipment
- High-risk equipment identified and tagged during biennial inventory process
- Periodic reminders via BAONews
  - Forwarded to IT Directors
- Appworx job to identify potential high-risk purchases
WHAT ARE THE OPTIONS FOR DEPARTMENTS?

- **Standard Procedure**
  - BAO tags
  - BAO inventories

- **Partial High-Risk Tagging Waiver**
  - Department tags (using BAO tags)
  - BAO inventories

- **Full High-Risk Tagging Waiver**
  - Departments tags (using BAO or department tags)
  - Departments inventories
  - BAO review
WHAT ARE THE BENEFITS?

- Available list of high-risk equipment
- Assist in identifying and maintaining custody of assets when employees leave
- Assist with insurance claims
- Serve as a deterrent to theft
- Assist in the return of lost and found items
- Track additional items (not considered “high-risk” by Property Control)
- Provide ad-hoc reports
What are the changes going forward?

- Install new bar code printer and scanning software
- Introduce hang tags for server racks
- Introduce coated tags for outdoor equipment
- Issue biennial inventory reports
- Issue annual or ad-hoc lists of departmental assets
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