

ITS Asset Guidelines and Procedures

Asset Distribution (Standard)

- PC: 1 laptop, 2 monitors, 1 keyboard, & 1 docking station
- Mac: 1 laptop, 1 monitor, 1 keyboard, & 1 docking station

Asset Exchange (Primary usage)

1. Asset replacement is due until the next refresh cycle “or” if based on business needs, submit a Workstation Exception form (provide reason and approve by manager)
2. Submit request to service@sfsu.edu
3. Submit an Equipment Use Authorization to Elsie (no expiration)
4. Return asset to service desk within 30 days after replacement is received

Asset requested by ITS staff (while primary laptop is under repair)

1. Submit request to service@sfsu.edu (may need reason and manager’s approval, if applicable)
2. Submit an Equipment Use Authorization form to Elsie. Loan period up to 3 months
3. Return loaner within 3 months as soon as primary laptop is repaired (not renewable)

Additional Assets requested by ITS staff (for Testing, etc.)

1. Provide reason and approve by manager
2. Submit request to service@sfsu.edu
3. Submit an Equipment Use Authorization form to Elsie. Loan period up to 6 months
4. Return asset or renew

Multiple assets currently issued within ITS

- Return asset to service desk when no longer in use or after 6 months “or” renew Equipment Use Authorization for another 6 months (provide reason and approve by manager)
- Return asset after 1 year for reutilization or Ewaste

Assets requested by non-ITS staff

1. Approve by ITS (Sarah Yee, Tuan Do or Nish Malik)
2. Submit request to service@sfsu.edu
3. Submit an Equipment Use Authorization form to Elsie. Loan period up to 3 months
4. Return asset when no longer in use or after 3 months
5. Renew with ITS manager approval for another 3 months “or” pay ITS, if keeping the asset

Unfound assets

If went to Ewaste: Submit a Survey form

If stolen: Report to UPD; submit an Incident form or Equipment Lost Report and a Survey form to Property Office

Computer accessories

Send request to service@sfsu.edu. If purchase is necessary, send request to manager for approval and email busserv@sfsu.edu with links

University Property Miscellaneous:

- Assets (obsolete, old, broken, etc.) must be surveyed and must be physically disposed at university approved drop off site.
- Lost/Stolen assets (stolen/misplaced) must be reported within one working day.
- Transfer/Relocated assets must be reported within 30 days.

EQUIPMENT USE AUTHORIZATION FORM

Instructions for filling out the form:

1. On the docusign.sfsu.edu homepage, click on Log into DocuSign on the right-hand side of the page.
2. Click on Templates on the top of the website.
3. Select Shared Folders on the left > Click on Information Technology Services > Form will be inside.

Please provide type of equipment being taken, model description, state and serial numbers.

How to send Property Requests and assign to business operations/Elsie Bondoc

1. Please submit a [Service Request Ticket](#) to update or tag State Owned Assets (furniture, phone, servers, computers, etc.):
 - existing or newly purchased asset with tags including non-tagged items with volatile memory equipment
 - retire, reassign, replace, relocate, transfer, lost, etc.
 - attach an Excel file for multiple assets.
2. Provide the following information:
 - Equipment Description (Model: Dell XPS 15' laptop)
 - Serial numbers
 - State tags (if there's any; labels are yellow, pink, or white)
 - If no State tags, provide ITS yellow sticker number
 - Location
 - User name
 - Reason: replacement from vendor, stolen, transfer, user name, change of location, non-serviceable, etc.
3. For inquiries, contact busserv@sfsu.edu

Note:

Elsie will reply to inquiries, will provide instructions, and will do applicable practices for disposing assets, coordinating SFSU tagging, removing old SFSU tags, coordinating proper disposal, generating forms, and updating Property office and CMDB spreadsheet including the Notes field.

PROPERTY FORMS**Equipment Use Authorization**

Form is required for asset issuance authorization and sole purpose of conducting University business.

<http://procurement.sfsu.edu/sites/default/files/documents/Equipment%20Use%20Authorization.pdf>

Submit an Equipment Use Authorization form via DocuSign. For inquiries, contact busserv@sfsu.edu

Property Relocation (Relocation form for asset relocation within a college or department)

http://procurement.sfsu.edu/sites/default/files/documents/Property%20Relocation%20or%20Transfer%20Form_0.pdf

Transfer form + Survey form (2 forms)

http://procurement.sfsu.edu/sites/default/files/documents/Property%20Relocation%20or%20Transfer%20Form_0.pdf

<http://procurement.sfsu.edu/sites/default/files/documents/Property%20Survey%20Request%20Form.pdf>

Property Survey Request Form

For obsolete, Ewaste, auction, transfer, etc.

<http://procurement.sfsu.edu/sites/default/files/documents/Property%20Survey%20Request%20Form.pdf>

San Francisco State University Equipment Loss Report

For stolen/misplaced assets, immediately report to University Police Department

<http://procurement.sfsu.edu/sites/default/files/documents/San%20Francisco%20State%20University%20Equipment%20Loss%20Report.pdf>

PROPERTY OFFICE: <https://procurement.sfsu.edu/propertyoffice>

PROPERTY MANUALS / REFERENCE

<https://procurement.sfsu.edu/propertyoffice>

Tagging of assets

Inventory is purchased with state funds and we are required to know its whereabouts at all times. Property Management tracks all assets **over \$1,000** from the delivery of a shipment to the retirement of the property. This includes all purchases **over \$1,000 made on P-Cards**. The

Property Office works with the P-Card Team to tag all asset items purchased on P-Cards. Once an item is received, an Asset Bar Code is attached to it so the Property Office can track its location.

Inventory

Report of assets movement (Ewaste, Transfer, Relocation, etc.) require forms (**see section Property forms**)

Disposition of Assets

Surplus and Ewaste require Survey form

ITS SERVICE NOW ASSET MANAGEMENT (ELSIE ONLY)

Record, track, and maintain accurate records during asset movements and newly distributed assets.

Additionally, ITS will track non-state tag items as determined.

Steps to follow:

1. Ensure necessary forms are signed by ITS administrators, submitted to Property, and copies are filed.
2. Coordinate Ewaste disposal and arrange hazardous materials with Environmental and Safety (EHS).
3. Coordinate reutilization with sustain@sfsu.edu and with staff. Prepare necessary forms as required.
4. Update centralized database by Elsie or IT consultants.
5. Ensure all required asset fields match the records accurately:
 - Model
 - Serial numbers
 - SFSU tag numbers
 - ITS code numbers, if no state tags
6. Enter new information.
 - User first name and last name
 - User SFSU email
 - User SFSU ID
 - Department name or ID
 - Current location
 - Status of assets: In service, Retired, Surplus