

## ASSET INVENTORY MANAGEMENT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Finance
<b>Parent Policy:</b>	Tangible Capital Asset Management Policy
<b>Approval Date:</b>	June 6, 2016
<b>Effective Date:</b>	July 1, 2015
<b>Procedure Owner:</b>	Vice President, College Services and Chief Financial Officer
<b>Procedure Administrator:</b>	Director, Integrated Planning and Financial Services

### Overview:

NorQuest College (college) tracks, manages and disposes of assets and establishes appropriate controls for inventory management of assets.

Employees and the managers of specific areas of the college have responsibilities for managing tangible capital assets, attractive assets and other specified assets. This procedure specifies the actions associated with these responsibilities.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

Physical assets<sup>1</sup> of the college will be tracked, managed and disposed of with appropriate controls.

#### General Conditions

- Employees are expected to safeguard assets of the college.<sup>2</sup>
- Assets with data storage must not be loaned or sent for repair unless data has been removed by Educational & Information Technology.

#### Managing Assets

Asset custodians are responsible for managing the assets assigned to them. Asset custodians are identified as follows:

Asset Type	Asset Custodian
Furniture & Fixtures	Manager, Facilities Planning, Facilities Management
Building Equipment	Manager, Facilities Operations, Facilities Management
Computer Hardware	Manager, Service Centre, Educational and Information Technology (E&IT)
Computer Software	Manager, Planning & Applications, E&IT
Network Hardware	Manager, Technology & Infrastructure, E&IT
Health Lab Equipment	Associate Dean, Allied Health, Community Studies & University

<sup>1</sup> In this procedure the term 'asset' refers to tangible capital assets, attractive assets, and other specific assets.

<sup>2</sup> Refer to Code of Conduct Policy

	Transfer, Health & Community Studies (HCS)
Health Lab Equipment	Associate Dean, HCS
Cellular telephones	Manager, Service Centre, E&IT
Vehicles – main campus	Manager, Service Centre, E&IT
Vehicles – regional sites	Manager, Regional Operations, Regional Education
Foundational, Career and Intercultural Studies Assets	Associate Dean, Foundational Careers & Intercultural Studies
Brand & Marketing Assets	Manager, Brand & Creative Services, Brand & Market Development
Classroom and Office Equipment	Manager, Service Centre, E&IT
Specialized Equipment - Centre for Excellence in Learning Supports	Manager, Disability Services, Wellness & Accessibility, Student Services
President’s Office Assets	Chief of Staff & Strategy, President’s Office
Other	Manager, Procurement & Contract Management, Integrated Planning & Financial Services (IPFS)

**Lost, Stolen, or Vandalized Assets**

- Where an asset has been vandalized, lost or stolen, the employee is to immediately inform their manager.
- The manager is to inform the asset custodian.
- The asset custodian and PCM will take action as specified in the Disposal of Assets section of this procedure.
- If personal information was contained in the asset that has been lost or stolen, the manager will immediately contact the Policy and Planning Specialist.
- In certain circumstances, the replacement of assets may become the financial responsibility of the department to which the asset was assigned.

**Tracking Assets**

PCM will:

- for the purpose of identifying assets and facilitating inventory management, affix barcode tags on all assets that need to be tracked for accounting, inventory, warranty, guarantee, or funding reasons, and maintain a record of the assets and location.
- conduct an annual inventory of attractive assets, specific assets and tangible capital assets such as computer hardware & software, equipment, furniture & fixtures and vehicle.
  - In the event that assets cannot be located, PCM will conduct an investigation.
  - Inventory discrepancies (overages) will be investigated by PCM in conjunction with Capital Asset Accounting.
  - The inventory record will be adjusted for missing and/or damaged inventory by Capital Asset Accounting in consultation with PCM and the asset custodian.

**Disposal of Assets**

When an asset reaches the end of its useful life, is damaged beyond repair, is unaccounted for during an inventory count, or is no longer required by the college, it is to be disposed of as follows:

- The asset custodian is to:
  - complete and sign an [Asset Disposal Form](#),
  - arrange for E&IT to clear all data, including personal information and software from computers and other equipment that has a storage device (including telephony equipment, printers and fax machines), and
  - submit a pdf copy of the form to PCM via email to [procurement&contracts@norquest.ca](mailto:procurement&contracts@norquest.ca)
- PCM will:
  - conduct a visual verification of the asset,
  - determine if there is a net book value (NBV) associated with the asset,
    - where there is no NBV, use the condition of the asset to determine whether the asset is sold, donated, used as a trade-in or discarded,
    - where there is a NBV, PCM will seek authorization to dispose of the asset from the Director, IPFS,
      - where approved by the Director, IPFS, use the NBV and condition of the asset to determine whether the asset is sold, donated, used as a trade-in or discarded,
      - where not approved, obtain direction from the Director, IPFS on next steps and act on those directions, and
  - determine who is responsible to take the approved disposal action and communicate as appropriate. (i.e. sell, donate, use as trade-in, discard)
- The asset custodian will, once the asset has been disposed of, provide PCM with all applicable documentation.
- PCM will provide Capital Asset Accounting with all applicable documentation including, but not limited to the Signed Asset Disposal Form, Eco-station receipt, confirmation of donation receipt, insurance documents, and bill of sale or confirmation of sale such as an Alberta Surplus Sales Declaration.

### **Maintenance, Repair and Loans of College Assets**

Assets with data storage must not be loaned or sent for repair unless data has been removed by E&IT.

Asset custodians are to email the PCM at [procurement&contracts@norquest.ca](mailto:procurement&contracts@norquest.ca) at least five business days prior to an asset:

- temporarily leaving college property for maintenance or repair
- being loaned to an external organization or person

Email is to include the following information:

- nature of the transaction
- the barcode # of the asset
- the description of the asset
- serial #
- who it is loaned to (if applicable with the Asset Loan Agreement)
- who is performing repairs or maintenance
- when it is expected back

### **Definitions:**

**Asset Custodian:** divisions/departments heads or individuals who are responsible for managing an asset including moving, maintaining and disposal of the asset.

<b>Related Information:</b>
<b>Related Documentation:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

**Attractive Asset:** items which are below the college Capital Asset value threshold of \$1,000 and are prone to theft and/or loss due to its portable nature and/or resale ability.

**Tangible Capital Assets:** are non-financial assets having physical substance that are owned by the college, whose value is recognized for more than one fiscal year and whose cost exceeds the prescribed threshold value.

Tangible capital assets specifically:

- are held for use in the supply of goods and services, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets,
- have useful economic lives extending beyond a fiscal year,
- are to be used on a continuing basis, and
- are not for sale in the ordinary course of operations.

- [Capitalization & Amortization Procedure](#)
- [Code of Conduct Policy](#)
- [Goods and Services Procurement Procedure](#)
- [Mobile Telephony Management Policy](#)
- [Mobile Telephony Management Procedure](#)
- [Tangible Capital Asset Management Policy](#)

- [Asset Disposal Form](#)
- [Asset Loan Agreement](#)

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