

## **IT Inventory - Sensitive Items Equipment Policy**

Title 4, Chapter 10, of the Board of Regents Handbook provides that equipment that is sensitive in nature or subject to theft, and which is valued below the amount required to be inventoried, must be separately tracked by each NSHE institution.

The Center's IT department is responsible to identify, mark, inventory, and dispose of all non-consumable, moveable property of all sensitive equipment or items subject to theft with all computers being tracked regardless of value. This includes all equipment purchased with a PO or P-Card. (Equipment is anything tangible, other than real property)

The following is a list of items considered sensitive items:

1. Cameras: digital, film, video
2. Cell phones, two-way radios, individual communication devices
3. Computers: desktop, servers, laptop, iPad, PDAs
4. Copy, fax and multifunctional machines
5. Printers
6. Televisions
7. Video: projectors, recorders, monitors
8. Music systems and components: iPod, speakers, etc.
9. Musical instruments
10. Gaming Consoles: X-Box, Wii, PlayStation, etc.
11. Scales and balances
12. Lawn mowers
13. Microscopes and telescopes
14. Bicycles

If any sensitive items are given away as a donation or incentive item, then a CAEO Inventory Donation Form must be filled out with the proper signatures and filed with the IT department and program. Click the link below to access the form:

[https://www.caeo.org/PoliciesProcedures/ITPolicy/IT\\_InventorySensitiveItemsDonationForm.pdf](https://www.caeo.org/PoliciesProcedures/ITPolicy/IT_InventorySensitiveItemsDonationForm.pdf)

**\*Note:** All Computers (#3) must be tracked regardless of value and disposed of through the IT department only. These items can't be donated.