Marywood University
Policies and Procedures

University Asset Management Policy

Purpose

This policy governs the management and oversight of Information Technology (IT) equipment and software owned, leased or licensed by the Marywood University ("MU").

MU's Asset Management policy for Information Technology Equipment and Software promotes the efficient and lawful use of MU's information technology resources. MU's computing systems, and software are intended to support its business and academic missions and to enhance the educational environment. Any use of these resources deemed inconsistent with the mission and purpose of the University will be considered a violation of this policy.

Policy Statement

Regardless of funding source, this policy shall be applicable to all MU IT equipment valued at $100 or more and software, regardless of cost, and provides detailed operating procedures for the Office of Information Technology (IT) regarding the purchase, asset management, deployment and tracking of all technology-related items.

Purchase of IT Equipment

All technology purchases, regardless of budget/account, will be reviewed by IT prior to purchase. IT will be responsible for verifying compatibility of requested equipment with existing technology on campus, making suggestions for alternative equipment if required.

Purchase of software/licensed subscriptions

Software and licensed subscription items, regardless of budget/account, will be reviewed by the IT department prior to purchase. IT will be responsible for verifying compatibility of requested software with existing technology on campus, making suggestions for alternative software if required.

Asset Management

IT will include technology items in the asset management system, regardless of budget/account. Each item (computer, tablet, accessory, software license or subscription) will be assigned to an individual or department before being deployed or tracked via individual subscription software license when applicable. Individual grants will be assigned a unique asset numbering system for devices purchased by the grant. IT shall track IT devices and software on campus in the asset

management system and may locate a specific device or software license for inventory purposes. In the event of a grant audit, IT will identify the location of devices and software licenses.

Deployment of Technology Items

All technology purchases will be shipped to the IT office for inclusion into the asset management system and assigned a unique number prior to deployment. The item can then be assigned to an individual and

tracked in the asset management inventory. When an employee relocates to a different department or terminates their employment with the University, all devices, software licenses or subscriptions assigned to that employee will be returned to the IT department as part of the employee off-boarding process. IT will perform a basic functionality check and cleanup of devices prior to their reissue to the successor of the vacated position. Devices will be reassigned in the asset management system.

Lost or Stolen Equipment

Employees and departments will promptly notify IT and Campus Safety & Security if IT equipment in their charge is lost or stolen.

Related Policies:
Acceptable Use
Asset Management
IT Security Framework
End User Responsibilities
IT Security for IT and Data Professionals
IT Configuration Management
IT Security Incident Response
IT Security for 3rd Party Partners & Providers
Web Accessibility Policy

History:
12/20/22 – The President of the University approved the establishment of this policy upon recommendation of the President's Cabinet.

MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel