

3.1 Asset Management Procedure

Effective Date: March 4, 2025

Revised Date: March 31, 2025

1. Procurement of IT Assets

All IT assets (e.g., laptops, desktops, tablets) must follow the institutional procurement process.

For details, refer to the [Technology Purchase Process](#).

2. Initial Setup and Configuration

Once received by Central Receiving, assets are transferred to ITS Hardware Technicians or Campus Technicians for initial setup, which includes:

- Installing the standard OS and required software.
 - Applying standardized configurations per A-State IT guidelines.
 - Adding departmental-specific software (as approved by IT Security).
 - Enabling endpoint protection, encryption, and other security settings.
 - Enrolling the device in the university's device management systems:
 - **KACE** (for Dell devices)
 - **Jamf** (for Apple devices)
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3. Asset Registration in TeamDynamix (TDX)

Technicians must register each asset in TeamDynamix (TDX) with the following details:

- Owner
- Technician Responsible
- Status
- Asset Name
- Device Specifications / Item Description
- ITS Use Info (Serial Number, Model, Supplier, Warranty, MAC, IMEI, etc.)

This registration ensures accurate tracking, maintenance, and compliance.

4. Asset Tagging & Inventory by Property Accounting

After TDX entry:

- **Property Accounting** affixes the official asset tag.
- Departments should notify Property Accounting **before delivering devices** to the end user so tagging can occur on-site.

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Once tagged, the asset is:

- Added to the university asset database
- Updated in TDX with inventory confirmation and ownership

5. Asset Reallocation & Employee Termination

When an employee leaves or changes roles:

1. Submit the [Equipment Update Form](#).
2. IT Services or the department collects the asset.
3. Perform security checks:
 - Remove user credentials
 - Sanitize data per A-State policy
 - Reformat/reimage the device
4. Update TDX with reassignment or storage status

If a new asset is issued, the status of the previous one (e.g., reassigned, sent to M&R) must be reported to Property Accounting.

6. End-of-Life (EOL) & Disposal Process

When an asset is no longer viable:

1. Submit the [Excess Equipment Removal Form](#).
2. IT Services conducts the following:
 - Final security wipe
 - Remove & shred hard drives (if applicable)
 - iPads and other sealed devices are sent to Property Accounting for shredding
3. Update the asset's status in TDX:
 - Decommissioned
 - In storage (if awaiting M&R pickup)

Devices are processed through M&R or other approved disposal vendors.

7. Compliance and Security Review

A-State performs regular audits to ensure asset management compliance:

- **Annual Inventory Review** (by Property Accounting)
 - Every asset is physically verified on a three-year rotating cycle.
 - Interim years require verification by Dean/Director via updated asset reports.
- **Security Monitoring**
 - Assets are tracked via platforms like **Armis** for unusual network activity.

Any discrepancies, security risks, or policy violations are reported to:

- ITS
- Property Accounting
- UPD (if applicable)

Departments must also follow the [Property Accounting Manual](#) for full compliance.

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