CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE

ADMINISTRATIVE
SUBJECT: EQUIPMENT INVENTORY

REVIEWER: Director of Teaching, Learning and Technology

POLICY
The College will maintain an inventory of all computer equipment and conduct an audit of computer hardware, software and manuals at least once a year.

PROCEDURE
A. Equipment Inventory
   1. Equipment that is sensitive in nature, subject to theft or with an initial cost of $500 or more and has an estimated useful life in excess of one year will be included in the equipment inventory. The following items are examples of items that may be included in the inventory and annual audit:
      a. Cameras
      b. Computers
      c. Medical equipment
      d. Microscopes
      e. Printers, scanners or multi-stations
      f. Science equipment
      g. Simulation equipment owned or co-owned by the College
   2. The equipment inventory will include any applicable identifiers such as serial numbers and/or asset numbers, and room location of each piece of equipment.

B. Equipment Audit
   1. The auditor will check serial numbers, asset numbers, and location of each piece of computer hardware in the college.
   2. The auditor will then verify software licenses and locate media and manuals for each program loaded on Carolinas College computers. This information will be recorded in the software database.
   3. All college-owned computer software will be stored in a secure location, which is recorded in the software inventory.
   4. Reference manuals will be stored with the software as applicable.
   5. The software audit will be compared with the previous audit. Any discrepancies will be noted and investigated.
   6. The finalized copy of the audit will be given to the Director of Teaching, Learning, and Technology.

C. Software and Solutions Inventory
   1. Software will include all system and applications software. This will apply to electronic solutions that are subscribed to with an annual license or agreement and for those to which a license is perpetually purchased, and the solution is installed locally.
   2. Solutions will cover services that utilize applications that are not installed locally. Examples include but are not limited to learning management, student information, proctoring, testing, financial aid, banking, and other such services.

D. Software and Solutions Inventory Audit
   1. The auditor will verify software licenses for each program loaded on Carolinas College computers. This information will be recorded in the software and solutions inventory.
   2. All college-owned computer software license keys will be stored on the software and solutions

inventory sheet.

3. The software and solutions audit will be compared with the previous audit. Any discrepancies will be noted and investigated.
4. The software and solutions inventory will be maintained and reported annually.
    a. Primary users of the software will work with the Director of Teaching, Learning and Technology annually to provide an update on this list and if the solution is working or if it can be discontinued or needs to be revised.
5. The finalized copy of the audit will be given to the Director of Teaching, Learning, and Technology.
6. The Director of Teaching, Learning and Technology will report the software and solutions inventory annually as requested by stakeholders.

E. The Equipment Inventory policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policy to Consult
Carolinas College:
ADMINISTRATIVE - Maintenance/Repair Request Orders

Related 2018 SACSCOC Standard
13.3 Federal and state responsibilities