

EMPLOYEE PURCHASE OF  
COMPANY-OWNED TECHNOLOGY  
ASSETS PROCEDURE

## CONTENTS

Revisions..... 2

Purpose..... 3

Scope ..... 3

Definitions ..... 3

Prerequisites..... 3

Responsibilities ..... 4

Procedure ..... 5

    1.0 Purchasing Existing Assets Procedure Flowchart ..... 5

    2.0 Purchasing Procedure Steps..... 5

Effectiveness Criteria ..... 6

Documents..... 6

## REVISIONS

Amendments or revisions to [document] should be forwarded to:

**Document Owner:** [First Name Last Name]

**Document Approver:** ITSM

For further information on amendments or revisions to this document, please refer to:

RELEASE	DATE	AUTHOR	AMENDMENT DESCRIPTION
1.1	12.19.14	Tanya Zehnder	Created document.
1.2	1.15.15	Tanya Zehnder	Made Karen’s changes.
1.3	2.18.15	Tanya Zehnder	Added new Asset Purchasing Form

## PURPOSE

The Employee Purchase of Company-Owned Technology Assets Procedure provides the standard to follow when employees request to purchase company-owned assets that are done with their useful lives or are being replaced.

## SCOPE

The intended audience of this document is the IT Service Management (ITSM) and Financial Control (FC) departments.

## DEFINITIONS

**Assets:** Computers (e.g., laptop, tablet, phone), removable media (e.g., DVD), network hardware (e.g., firewall, and peripherals (e.g., printer).

**APF:** Asset Purchasing Form

**FC:** Financial Control

**IT:** Information Technology

**ITSM:** Information Technology Service Management

**Service Tag Number:** A unique number given to Dell products that is often found on the bottom, side, or back of the product.

## PREREQUISITES

Before proceeding with the Inventory Management procedure, make sure you have the following:

- If you are an ITSM member, access to the ITSM office and IT storage room.
- Access to the Asset Purchasing Form. See [documents](#).

## RESPONSIBILITIES

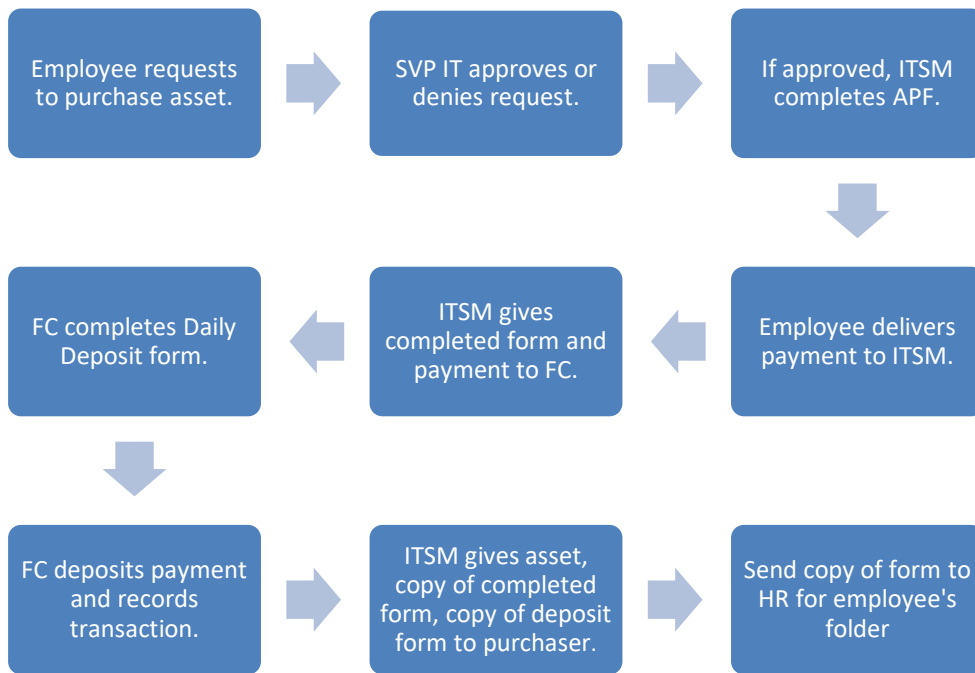
The following table describes the employees involved in the procedure and the role they play.

EMPLOYEE TITLE	ROLE	CONTACT NUMBER
ITSM Agent	<p>Completes APF.</p> <p>Delivers asset, APF, deposit form to FC.</p> <p>Gives APF, deposit form copy, and asset to purchaser.</p>	Ext 599 or 952-886-9599
ITSM Manager	Calculates current value of replaced asset.	Ext 599 or 952-886-9599
Financial Control	<p>Receives completed APF, deposit form and cash/check.</p> <p>Determines value of asset on books.</p> <p>Deposits currency and records transaction.</p>	Ext 599 or 952-886-9599
SVP IT	Approves/denies IT purchase requests.	Ext 352 or 952-885-9452
Employee	<p>Requests to purchase asset.</p> <p>Delivers payment to FC.</p>	

## PROCEDURE

### 1.0 Purchasing Existing Assets Procedure Flowchart

The flowchart below visually describes the procedure. See [2.0 Purchasing Procedure Steps](#) for more detailed information on each step.



### 2.0 Purchasing Procedure Steps

- 2.1 Employee requests company-owned asset that is being replaced.
- 2.2 SVP IT approves or denies IT purchase request.
- 2.3 If approved, ITSM fills out the [APF](#) or the new form to be created by FC. The form should include the following information:
  - GL Account 161208
  - Original purchase date of the asset
  - Original purchase price of the asset
  - Current value of the asset. ITSM Manager calculates estimated value of the asset. FC determines the value of the asset on the book and compares it with the value determined by the ITSM Manager.
  - Serial number of the asset
  - Name of the employee purchasing the asset

- Location of the asset
  - Device type and model
  - Confirm that the asset has been cleared of data
- 2.4 Employee delivers payment in form of cash or check to ITSM.
- 2.5 ITSM delivers completed form and payment to FC.
- 2.6 FC completes Daily Deposit form.
- 2.5 Financial Control deposits the payment and records the transaction as Purchased.
- 2.6 IT gives asset to the purchaser with a copy of the completed form and deposit form.
- 2.7 Send copy of form to HR for employee's folder.

## EFFECTIVENESS CRITERIA

- The [APF](#) was completed and sent to FC.
- Daily deposit form and check or cash for asset was given to FC.
- No unassigned assets in the annual end-of-year inventory.

## DOCUMENTS

[Asset Purchasing Form](#) (APF). This document is also saved on SharePoint in **IT Standards, Standard Operating Procedures, Documents for SOPs**.