

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section I - Administrative

**SUBJECT:** EQUIPMENT INVENTORY

**REVIEWER(S):** *Institutional Technology Manager*

**Related Policies to Consult:**

CCHS Policies: [Software Ownership and Licensing Laws, \(Sec. I\)](#)  
[Maintenance/Repair Request Orders, \(Sec. I\)](#)

**I. 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.

**II. 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 labeled with a CHS asset tag and will be included in the equipment inventory. The following items are included in the inventory and annual audit:

- Cameras
- Cell phones
- Computers
- Electronic equipment
- Fax machines
- Medical equipment
- Microscopes
- PDAs
- Printers
- Science equipment
- Simulation equipment owned or co-owned by the College.
- Televisions
- Two-way radios
- Video cameras
- Video projectors

2. The equipment inventory will include serial numbers, asset numbers, and room location of each piece of computer, lab, and simulation 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 CCHS computers. This information will be recorded in the software database.
3. All CCHS 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 *provost*.

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

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_