Non-Capital Equipment Log FAQs

Non-capitalized items tracking is done in the Department. The using department should maintain records for movable equipment, which originally cost between $1 and $5,000. The record keeping for these items need not be extensive; a simple listing of the items, their serial and model numbers, and their purchase cost and date will suffice.

FAQs:

1. How will new OCIO computers be tracked? Do I need to include them on my non-capital log?
   a. OCIO is tracking the non-capital tags in their system. They own them; we are just “renting” them.

2. Will old/existing computers be taken by OCIO when the new machine are installed? Should those machines be moved to the historical tab or delete entirely?
   a. Yes. Old machines will be taken by OCIO and wiped to use as loaners or repurposed. Those items should be moved to the historical tab on the spreadsheet.

3. Should all equipment/machines that can leave the office be signed out when used off-site? If that policy is not followed and something comes up missing or broken, is the equipment manager responsible?
   a. All shared equipment that can leave the office needs to be signed out on the Equipment Sign-out Record. In the event that an item is missing, broken, or not returned the unit leader needs to be notified.

4. What should be done with old equipment that is noted on the log but not currently found or assigned to someone who is no longer with OSU?
   a. Make notes on the non-capital equipment log historical tab about those items after EVERY effort is made to locate them.

5. Should Agreement for Assignment of University Equipment forms continue to be submitted to HR?
   a. No, all OCIO owned devices, those items listed as covered by the SLA, generally computers, peripherals and phones, are tracked by OCIO. These forms are now to be filed in-office with the unit’s inventory files for items assigned that are not owned by OCIO.

6. How are computer monitors supposed to be represented on the log?
   a. Unless the monitor leaves the office or has a high theft potential, they do not need to be listed.

7. Does office furniture, small appliances, etc. need to be listed on the log?
   a. No, items that will not leave the office or do not have a high theft potential, they do not need to be listed.
   b. It is the discretion of the office to track furniture, small appliances, etc. Asset tags are free and may be used in a way to keep an inventory record for office purposes only. This record does not need sent to the Operations team and can be kept in-office for reference.

When in doubt add items to the list. More guidance on Non-Capital Equipment will be coming in early 2020 with the transition to WorkDay.

OCIO FAQs
https://ocio.osu.edu/policy/policies/responsible-use/faq