

**Asset Updates & Reminders February 2015**

* Asset Management Resources can be found at <http://www.lsuhsc.edu/administration/accounting/amdefault.aspx>. Please take a look and notify [noinv@lsuhsc.edu](mailto:noinv@lsuhsc.edu) of any questions or suggested improvements.
* **Reminder on how to Capture the Total Acquisition Cost for Moveable Assets**

When a movable asset is acquired, the following costs should be included in the total cost associated with acquiring the asset.

1.      The original invoice price actually paid for the item.

2.      All freight, handling, and/or storage charges paid that relate to the asset through delivery and installation.

3.      All specific in-transit insurance paid for the asset.

4.      All sales, use, or other taxes related to the purchase of the asset.

5.      All costs associated with installation of the asset including site preparation.  If the installation and/or site preparation is done by an outside contractor, the actual invoice amount should be added to the asset.

6.      All costs of testing and preparation.

7.      All books, manuals, or training guides necessary for the operation of the asset.

8.      All operating systems software purchased with the computer.

* **New Electronic Media & Data Sanitization Rules/Regulations**

For all electronic media, as defined by Office of Technology Services IT-POL-1-04 Data Sanitization policy, that are subject to surplus, transfer, disposal, or otherwise permanently leave the possession of a state agency or its agents, except for lawful purpose shall be sanitized in accordance with Office of Technology Services IT-STD-1-17 Data Sanitization – Standards and Requirements. In addition, compliance with HIPAA, all other state and federal regulations, all additional policies as established by the Office of Information Technology, LSU System Office PM-36 and University policy dictates for the removal of electronic data prior to any movement of equipment, including surplus, scrap or University department to department transfers.

The scope of this policy applies to all LSUHSC-NO electronic media. The method of sanitization should follow the Office of Information Technology policy IT-STD-1-17 and the matrix adopted from U.S. Department of Defense 5220.22-M.

Procedures

Prior to any means of transfer, surplus, or disposal, systems should be adequately “sanitized”. This policy does not mandate computers transferred within a department.

1. Departments should contact their Information Technology representative to sanitize the equipment.
2. The Department or Information Technology should contact Asset Management once data sanitization is complete.
3. Asset Management will gain approval to surplus or scrap equipment from the Louisiana Property Assistance Agency.
4. After approval from LPAA the electronic media equipment will be picked up for scrap or surplus.
5. A Certificate of Data Sanitization and a Sanitization Sticker should be completed for all electronic media items.

Reminder: Asset Management will not accept any equipment capable of storing information for surplus or scrap that has not been sanitized. Similarly, no electronic media equipment is to be transferred from a department until sanitization occurs. Such processes enable the institution to keep complete records for verification that information was adequately destroyed and enables equipment to be tracked to ensure appropriate data sanitization policies were followed.

* **New Items of Property to be Inventoried – including electronic media assets**

To comply with federal and state requirements, Asset Management places an LSU Health Sciences Center New Orleans (LSUHSC-NO) tag number on all moveable property having an “original” acquisition cost, when first purchased by the state of Louisiana, of $1,000 or more, all gifts and other property having a fair market value of $1,000 or more, and all weapons and *electronic media assets*, regardless of cost, with the exception of items specifically excluded in LAC Title 34, Part VII Section 307.E, must be placed on the statewide inventory system.   
  
LSUHSC-NO follows recommended guidance by the Louisiana Property Assistance Agency for tagging electronic media assets as defined in LAC Title 34.

* Electronic media assets to be tagged include any equipment, hardware, or system owned, managed, or utilized by an agency or its agents to transmit, store, or process data. Examples include, but are not limited to laptops, desktops, servers, routers, smart phones, PDAs, tablets, monitoring systems, printers, fax machines, or copiers.
* Electronic media excluded are currently items like CDs, DVDs, USB drives, SD cards, or internal system memory components.

Asset Management identifies and tags equipment as notification is made by the department. The department or individual receiving a taggable piece of moveable property should contact Asset Management as soon as the item is received. If an item is boxed, crated, or not in-service notification should be made to Asset Management of the circumstances.