Computer Tracking – Implementing Procedure

Related Policy

Appropriate Use of Information Technology Resources Policy

Related Standard

BYU IT Standards

Purpose

University computers are purchased for the purpose of fulfilling the university's mission of teaching, learning, research, and associated university business activities. The acquisition and life-cycle management of technology equipment for use by employees is the responsibility of all campus units in collaboration with their IT organization.

Applicability

This implementing procedure applies to all BYU-purchased desktops and laptops. In addition, the procedure applies to desktops and laptops leased, licensed, or purchased under research contracts or grants for as long as they remain within the lawful possession or control of the university. Desktops and laptops purchased with research grant funds that are not BYU property are excluded.

Tracking System

All campus units will use a tracking system (System) to track the acquisition and life cycle of university computers. The unit's IT organization will be responsible to manage the System. The System is required to use one of BYU's single sign-on services for authentication and maintain a log of all data changes, including who made the change. A BYU-provisioned enterprise-level implementation of Snipe-IT is the recommended System for those units that do not have a compliant application. Snipe-IT can be accessed at https://byu.snipe-it.io.

If a unit chooses to use a different System, the minimum required fields are listed below, along with the purpose or additional explanation for each field.

Required Fields

Required Field	Purpose or Explanation
Serial Number	Provides a unique identifier even if the asset tag number is worn off or missing.
Computer Type (Laptop, Desktop)	Reporting will separate laptops from desktops.
Asset Tag Number (BYU-issued)	Used to track a computer through the lifecycle, from purchase to disposal.

Required Field	Purpose or Explanation
Order Number (PO, PR, P-card, etc.)	Allows the computer to be identified to a specific purchase order or transaction.
Date Originally Purchased	The date the computer was originally acquired by BYU.
Date Received from Another Unit's IT Organization	The date the computer was transferred from another BYU IT organization, if applicable.
Date Sent to Another Unit's IT Organization	The date the computer was transferred to another BYU IT organization, if applicable.
Date Sent to Surplus	The date the computer was sent to surplus for disposition.
Date of Other Disposition	The date the computer was sold outside of the surplus process, e.g., sold through Purchasing or solo to a retiring faculty member.
Encryption Capable (Y/N)	If the computer cannot be readily encrypted, e.g., there is not a TPM chip, then the answer should be "N."
Encryption Enabled (Y/N)	If the computer can be encrypted, has full desk encryption been activated?
Assigned to	Used to identify the laptop or desktop user, or if for lab use or for general use.
Location	Used to locate the laptop or desktop.
Verify status	Used to designate a laptop or desktop whose location is unknown, with the approximate date when the desktop or laptop could not be found. When the computer is found, the date should be removed.

Recommended Optional Fields

- Cost
- Budget Account Used to Purchase
- Vendor
- Model Name
- RAM
- Internal Storage
- Computer Category (public, office, storage, research, etc.)

Reporting

The unit's IT organization will provide a report from the System to the unit's controller annually each February as outlined in the year-end instructions from University General Accounting and Reporting. The report must include the required fields shown in the "Tracking System" section above. Also in February, after the IT organization and the respective controller approve the annual report, a .csv file with the required fields will be sent to the Controller of the Office of Information Technology. The separate reports from each unit will be compiled into a consolidated report and presented to the vice presidents. See Appendix 1 for the required System output file layout.

Purchasing and Deployment

All computers must be purchased by the unit's IT organization to ensure tracking and life-cycle management using an asset System.

The unit's IT organization will affix a university asset tag at the time of deployment and enter the required fields into the System.

Life Cycle

When a computer is replaced or is no longer needed by the employee or lab, the computer will be returned to the unit's IT organization to update the System, wipe the hard drive, and redeploy or send the computer to surplus.

Output File Layout

	Serial Number	Computer Type	Asset Tag Number	Order Number	Date Originally Purchased	Date received from another unit's IT organization
Field type	Alpha/numeric	Alpha/numeric	Alpha/numeric	Alpha/numeric	Date	Date
Format	N/A	desktop or laptop	N/A	N/A	MM/DD/YYYY	MM/DD/YYYY

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	Date sent to another unit's IT organization	Date sent to surplus	Date of other disposition	Encryption Capable	Encryption Enabled	Verifying status
Field type	Date	Date	Date	Alpha	Alpha	Date
Format	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Y/N	Y/N	MM/DD/YYYY