



SUNY Orange Policies and Procedures

Policy Number	Policy Title
BP2.40	Information Technology Equipment Inventory

Orange County Community College information technology resources are utilized to enrich the learning environment and conduct the business of the College. SUNY Orange has a significant investment in information technology assets and is committed to the appropriate stewardship of these assets, the proper and timely reporting of equipment transactions and the processes to safeguard against loss.

An effective and efficient inventory control system enables the College to engage in good business practices, improve internal controls and establish accountability for property acquired through a purchase, lease, donation, transfer or other approved means. The College will establish procedures for the management and accountability of College owned and controlled technology assets to include the full life cycle of a technology asset; from acquisition to disposal.

SUNY Orange employees will be expected to safeguard College property and will be held responsible for all information technology equipment assigned to them or requisitioned by them as outlined in the associated College procedures. They will also be expected to comply with inventory control procedures enacted by the College to track and maintain IT equipment.

Violations of this policy by employees, students, visitors or vendors that results in misuse of, damage to, or loss of a College technology asset may subject those responsible to disciplinary action, up to and including the termination of employment for employees, or application of the appropriate punishments for students as outlined in the Student Code of Conduct.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Amended: Jan. 19, 2022