



SUNY Orange Policy Manual

Policy Number	Policy Title
BP2.41	Information Technology Equipment Inventory Policy

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. 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 resulting in misuse of, damage of, or loss of a College technology asset may subject individuals to legal and/or disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

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

Adopted: May 23, 2018