 Asset Management FAQs

1. What assets are covered by the new procedures requiring tracking of assets below $3000?

   All computerized assets connecting to the network through any means (VPN, WiFi, Bluetooth) regardless of value.

2. Are microphones, departmental radios, biometric scanners, credit card scanners, jetpacks, or aircards included?

   Credit card scanners, jetpacks, or aircards are included.

3. Does the procedure apply to assets purchased for sponsored projects?

   Yes. The university is required by the Board of Regents of the University System of Georgia and state and federal regulations to inventory and track moveable assets.

4. What are moveable assets?

   Movable asset means any equipment (i.e., machinery, tools, vehicles) or supplies that can be removed without causing material damage to a structure.

5. What items should be considered “off-site” for purposes of tracking in the Asset Management module?

   Assets that are routinely used off-site or regularly transported between various work locations (i.e., a laptop or other controlled asset that is routinely taken to another campus or remote work environment).

6. What procedures govern how assets purchased for sponsored projects are transferred?

   https://ursa.research.gsu.edu/document/equipment-transfer-from-gsu-to-other-institutions/?wpdmdl=3455&refresh=623b44cb954cc1648051403

7. Can equipment purchased before April 1, 2022 be added to the Asset Management Module?

   Yes, if there are recent purchases, that the department wants to add to their inventory records, please contact the Asset Management Office.

8. How do I initiate the process to surplus an item?

   The process of initiating the surplus of an item begins with the Surplus Request Transfer Form, at this link: https://finance.gsu.edu/download/surplus-transfer-request-form/. Email the completed form to propertycontrol@gsu.edu or fax to 678-891-3932 for processing.

9. Do I need to indicate an asset has been sent to surplus in Spectrum?

   No.
10. My job duties have previously only involved purchasing items in PantherMart, do I now need to receive the purchase in Spectrum?

Yes, if your item(s) is an asset, it must be received in Spectrum.

11. How and when are decals delivered?

Decals will be either hand-delivered or sent via interoffice mail to the department designee within 3 business days after the asset information has been entered into Spectrum.

12. Where do departments indicate the appropriate recipient of the decals?

Please provide the following information in the comment section of the requisition or purchase order:
Contact Person, Location of Asset, Make, Model and Serial Number.

13. Who is responsible for placing the decals on the assets?

The department designee will place the decals on the equipment after receiving them via interoffice mail or hand-delivery.

14. How do you define custodian of the asset?

The custodian should be either the end user of the asset or a person with specific details or knowledge of the asset.

15. If bulk IT purchases are made for deployment throughout the year, who should be named the custodian?

Departmental Designee

16. Who should be the named custodian for a community use computer, computers that part of the general department inventory, or computers that are loaned out to different employees or students?

Departmental Designee

17. How should the asset records be updated when an employee leaves the university?

Employees leaving the university and their supervisors are responsible for completing the on-line clearance process https://finance.gsu.edu/financial-services/payroll-time-and-absence/
Which includes the return of any assets to the University. Upon return, the custodian information should be updated to indicate the new custodian.

18. How does the tracking and tagging process work for assets purchased by individuals and then reimbursed by the University?
The purchase of any items outside of PantherMart should not occur. However, if an employee is reimbursed for the purchase of a controlled asset, the department must complete the New Asset Information Form. This form and information for submission is located on the Asset Management site.

19. **How do I locate the Asset Management module in Spectrum?**

   In Spectrum
   1) For entering Receipts - Navigate to Main Menu> Purchasing>Receipts > Add/Update Receipts
   2) For updating Custodian - Navigate to Main Menu>Asset Management>Asset Transactions>Owned Assets>Basic Add)

20. **How do I get access to the Asset Management module in Spectrum?**

    All users with a requestor or a receiver role in PantherMart should automatically get access to enter receipts and update AM module on April 1st 2022. Other users who need this access should submit a Spectrum Access form approved by their CRT member.

21. **Will we receive an alert to enter information into Spectrum after we complete receiving in PantherMart?**

    Alerts are available only in PantherMart not in Spectrum. Notification from PantherMart is an indication for entering receipts in both PantherMart and Spectrum. As a best practice, it is recommended to enter the receiving information in both PantherMart and Spectrum at the same time.

22. **Can csv or excel files be uploaded to Spectrum for large orders?**

    Not at this time. We are investigating the possibility of uploading a receipts file into Spectrum.

23. **Does the Asset Management module integrate with Service Now?**

    Not at this time.

24. **Do these procedures apply to Foundation-owned assets?**

    No.

25. **Do these procedures apply to assets donated to GSU by the Foundation?**

    Yes.