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, if must be received it 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 5 to 7 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.