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Effective Date:	03/25/2015	Replaces:	NEW
Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Linda Grigsby	Reviewing Unit:	IT Asset Management
Title:	IT Equipment Receiving SOP		
Description:	This document is the operating standard for receiving IT equipment.		

IT Equipment Receiving Standard Operating Procedure

1. General Statement of Purpose

- 1.1. The purpose of this document is to ensure the maintenance and implementation of adequate controls to account for the location, custody and security of information technology equipment purchased with State of Oklahoma funds.

2. Scope

- 2.1. This document applies to technical services teams receiving shipments at the ISD Data Center.

3. Discipline

- 3.1. Administrative Standards

4. Instructions

- 4.1. Equipment will be shipped to OMES/ISD at 3115 N. Lincoln Blvd. Oklahoma City, OK 73105
Attn: PC Support.
 - 4.1.1. In order for equipment to be drop-shipped to a different location, the Purchase Order must clearly indicate the Ship To location and the contact who will be receiving the equipment. The IT Asset Management Team coordinates with the contact person on the receiving and tagging of the equipment.
- 4.2. Equipment may arrive either at the dock area or at the front door. Depending on where it arrives, either ISD Operations or the receptionist will advise the IT Asset Management Team via email that something has been delivered. Then Operations or the receptionist will sign any documentation the sender may require; however, no documentation (including packing slips) should be removed from the equipment.
- 4.3. The IT Asset Management Team will immediately arrive to inspect the equipment, pull packing slips and determine who the equipment goes to. They will reconcile the equipment with the vendor packing slip and submit the packing slip to the IT Asset Manager.
 - 4.3.1. If the delivered equipment is not what was ordered, the IT Asset Management Team notifies the vendor that replacements are necessary. They will then notify the requestor of the issue and an approximate ETA of replacement equipment.
 - 4.3.2. Equipment with a value of \$500 or more is considered an IT Asset and is given an asset tag. The IT Asset Management Team records all IT Assets with a value of \$500 or more in the PeopleSoft Asset Management Module.
 - 4.3.2.1. IT Asset tags contain the phrase "Property of State of Oklahoma", a unique number and a barcode with the unique number.

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4.4. After the equipment has been reconciled to the packing slip, and tagged and logged in PeopleSoft if necessary, the IT Asset Management Team will notify the recipient to whom the equipment belongs.

4.5. The IT Asset Manager will record the IT Asset information into the Altiris Asset Management System. This information will include the following: serial number, manufacturer name, model number, description, physical location, acquisition date, cost and type of purchase (i.e. Purchase Order number of P-Card).

5. Roles and Responsibilities

5.1. IT Asset Management Team

- 5.1.1. Inspects equipment, pulls packing slip and determines who the equipment goes to.
- 5.1.2. Reconciles the equipment with the vendor packing slip.
- 5.1.3. Records all IT Assets with a value of \$500 or more in the PeopleSoft Asset Management Module.
- 5.1.4. Notifies recipient of equipment arrival.

5.2. IT Asset Manager

- 5.2.1. Records the IT Asset information into the Altiris Asset Management System.

6. Limitation or Implementation Notes

- 6.1. For equipment going to the Whitespace, refer to the **02.1.3 Whitespace Asset Tracking SOP**.