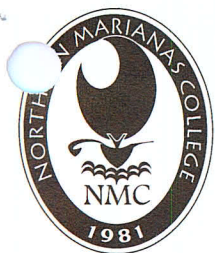



# Northern Marianas College Procedure



Procedure No.: 8007.1      Procedure Title: IT Asset Lifecycle  
Issuing Date: 3/9/15      Adoption Date: 3/9/15      Effective Date: 3/9/15  
Office of Origin: Information Technology Division  
Procedure Approval Authority:   
Board Policy No. associated with this procedure: 8007  
This Procedure Supersedes/Replaces:

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*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

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**Overview/procedure description**      The purpose of the Information Technology resource lifecycle is to appropriately manage hardware and software assets to maximize the colleges' return on investment.

**Areas of Responsibility**      The Information Technology (IT) Division is responsible for guiding the college in the proper care, maintenance and accountability of the college property.

## Procedure details

1. Equipment acquisition
  - a. Device specification- The IT division provides minimum computer specifications to the college to ensure compatibility with the network and systems. The division also evaluates software and online services for programs to make certain both end user and vendor requirements are satisfied.
  - b. IT number – A Purchase Order must have an IT number and the IT director's signature for computer-related purchases, which can be obtained at the office of the IT director.
  - c. Procurement – Computer-related purchase must be delivered to or brought to the attention of the office of the IT director, the assets will be added to the IT database system to be tracked for accountability purposes.
  - d. User custody – The user must sign and acknowledge a Personal Custody Property Record/Hand Receipt and the Information Technology Resource Custody Agreement to sign out assets from the office of the IT director.
  - e. Hardware/software setup and basic equipment training – The user must contact the Information Systems (IS) department (a department under IT) for hardware and software setup and basic use training. The user is responsible for requesting additional training as needed. The user must claim a receipt when dropping off equipment for setup, and present the receipt when picking up assets.

2. Support and Maintenance

- a. Support system - The user must request a receipt when dropping off equipment for any installation or repair work and present the receipt when picking up assets. Do not drop off equipment with unauthorized personnel.
- b. Regular audits – The IT inventory system is equipped with an asset auditing system and will be used periodically. Please respond to the automated email request for an audit to verify custody of the equipment.

3. End of life

- a. Assessment of hardware/software – The expected lifespan of technology assets may vary depending on the type equipment and deterioration due to normal wear and tear. The department may request to have the equipment assessed and based on the condition of the asset the IT division will make a recommendation if it is still serviceable and operational.
- b. Survey and disposal – If the IT department deems that an asset is no longer fit for service, the signature authority must request PPMO to survey the asset. Devices that store data must be presented to the IT division for proper data clean up or disposal.