Policies and Regulations

REGULATION TITLE:
Non-Capital Equipment Inventory Tracking

APPLIES TO:
All Divisions and Departments

ADMINISTRATIVE AUTHORITY:
Division of Finance and Administration
Chief Financial Officer (CFO)

APPROVED BY:
Kentucky State University Board of Regents

EFFECTIVE DATE:
August 8, 2025

NEXT REVIEW DATE:
August 8, 2028

REGULATION STATEMENT:

This regulation provides the rules for inventorying and tracking tangible university property that, while not meeting the financial threshold to be considered a capital asset, requires management to ensure proper use, security, and disposal. All departments are responsible for the appropriate business usage, physical security, and maintenance of all non-capital equipment items in their custody.

DEFINITIONS:

Non-Capital Equipment
Tangible property with a useful life of greater than one (1) year and an acquisition cost of less than $5,000.

Inventory System:
The official university system used to track tagged non-capital equipment.

PROCESS:

Equipment Subject to Tracking

The following non-capital equipment must be tagged with a unique identifying number and maintained in an inventory system:

- All computers and tablets, regardless of cost.

- All other non-capital equipment with a cost of $1,000 or more.

Technology Equipment Procurement
All computers, tablets, and related technology equipment that will connect to the KSU network must be purchased and inventoried through the Department of Information Technology (IT), regardless of the funding source, to ensure they comply with minimum standards for network security.

Inventory Management
For each tagged item, the inventory system will include details of the:

- Make, model, and serial number;
- Location;
- Individual or department responsible (custodian); and
- Equipment condition

Departments must conduct an annual physical inventory of all tagged non-capital equipment under their care.

Any changes to an item's status (e.g., location, condition) must be reported to the appropriate inventory manager.

Grant-Funded Equipment
Non-capital equipment purchased with grant funds must follow this regulation in addition to any specific tracking and reporting requirements imposed by the grantor.

Disposal

- Departments may not directly sell, trade, donate, or otherwise dispose of university equipment.

- **Missing or Stolen Items:** Report immediately to campus police.

- **Surplus or Obsolete Computers/Tablets:** Report to Information Technology for appropriate disposal to ensure the security and destruction of data.

- **Other Surplus Equipment:** Report to the Purchasing Department for disposal instructions.

- Proceeds from the sale of any surplus items are deposited into KSU's general fund, not to the department's budget, unless an exception is made for replacement equipment.

- The disposal of equipment purchased with grant funds must comply with any additional grantor approvals and reporting requirements.

REFERENCES AND RELATED MATERIALS:

- KSU Capital Assets and Capital Planning Policy
- KSU Purchasing Policy

CONTACTS:

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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	August 2024	YPTC
Substantive Revisions	June 2025	Zach Atwell