



## Office of Information Technology

*College of Public Health*

**UNIVERSITY OF GEORGIA**

### **CPH Office of Information Technology Inventory Policy**

All equipment over \$3000 shall be tagged in accordance with UGA policy.

All desktops, laptops, tablets (including iPads), servers, and data storage units shall be tagged, regardless of cost. AV equipment (cameras, webcams, speakers, etc.) may be tagged if under \$3000, but it is not mandatory that it be.

Any item that is NOT tagged will not be covered by insurance in the event of loss or theft. Items under \$3,000 may be tagged if desired. The PO# must be provided to Property Control for tagging. Please work with the departmental Asset Management representative.

All tagged items used off-campus are required to have an off-campus authorization. Please work with the departmental Asset Management representative.

All Desktop computers, Laptop computers, tablets, and printer requisitions which will be purchased using State, UGA Foundation, IDC/UGARF or grant funds must be ordered by means of CPHOIT. Any devices in these categories ordered by other means will not be supported by CPHOIT.

Devices that require tags will be delivered to the office where the device will be used (pandemic circumstances allowing), and must be tagged before setup by the CPHOIT staff to ensure accurate inventory data.

For help in ordering devices, please submit a ticket at [helpdesk.publichealth.uga.edu](https://helpdesk.publichealth.uga.edu).