HOUSING & HOSPITALITY SERVICES

INFORMATION TECHNOLOGY EQUIPMENT INVENTORY

AUDIT REPORT #20-2202

Audit & Advisory Services

July 2020

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Background

In accordance with the UCLA Administration fiscal year 2019-20 audit plan, Audit & Advisory Services (A&AS) performed an audit of Housing & Hospitality Services (H&HS) equipment inventory business practices. The audit focused on information technology equipment that is overseen by the H&HS Information Technology (IT) unit.

H&HS IT provides information technology support and administrative services to all H&HS units. These services include purchasing and installation of computer equipment and software, ensuring compatibility of such equipment across H&HS units, server management, administration of wireless communication devices, and on-going maintenance of various equipment databases.

H&HS IT utilizes the UCLA Campus Asset Management System (AMS) to monitor, track, locate and record inventorial equipment. H&HS IT is responsible for two equipment custody codes, 0456 Student Technology Center and 0459 H&HS IT. As of January 31, 2020, these two custody codes had 232 pieces of inventorial equipment with an original acquisition value of $3,083,389.

Purpose and Scope

The primary purpose of the review was to ensure that H&HS IT’s organizational structure and controls surrounding IT inventorial equipment are conducive to accomplishing its business objectives. Where applicable, compliance with University policies and procedures was also evaluated.

The scope of the audit focused on the following areas related to information technology inventorial equipment:

* Purchasing, Receiving, and Invoice Processing
* Equipment Management
* Equipment Disposals
* Separation of Duties

The audit was conducted in conformance with the *International Standards for the Professional Practice of Internal Auditing* and included tests of records, interviews, and other procedures considered necessary to achieve the purpose.

Summary Opinion

Based on the results of the work performed within the scope of the audit, H&HS IT’s overall structure and controls are generally conducive to accomplishing its business objectives related to equipment inventory management. However, controls and business practices could be further strengthened by implementing the following:

Purchasing, Receiving and Invoice Processing

* Management should consider leveraging the electronic approval functionality within the KACE system to request, track, and approve purchases of IT equipment. Electronic approvals may help streamline the processes pertaining to purchasing, receiving and invoice processing and provide a clearer audit trail of approvals.
* Not having to retain paper copies of purchasing-related documents would help save storage costs and space; however, before doing so, H&HS IT management should review the UC Retention Schedule in further detail and consult with UCLA Records Management to understand all the requirements.

Equipment Management

* Management should continue to work with the other H&HS custody code equipment custodians to transfer the IT equipment to H&HS IT’s custody code.
* Management should ensure the following:
* University property tags are affixed to equipment in order to maintain an effective property identification tag system.
* Equipment owners assigned to equipment should be active University employees.
* Inventory records should be enhanced to include the serial numbers and detailed location information for all inventorial equipment to facilitate identification of the items.
* Physical inventory verifications should be performed for all H&HS IT inventorial equipment at minimum on a biennial basis.

Equipment Disposals

* Management should ensure that all inventorial equipment disposals are processed in accordance with their revised policies and procedures, and that they are properly documented and approved.

The audit results and recommendations are detailed in the following section of the audit report.

Audit Results and Recommendations

Purchasing, Receiving and Invoice Processing

UCLA Purchasing & Accounts Payable recognizes inventorial equipment as any item owned by or in the custody of UCLA, that has an acquisition cost of $5,000 or greater (including sales tax, shipping and installation costs), is not disposable or consumable, stands alone, has a useful life of at least one year, and qualifies as tangible personal property (can be appraised for value.) Purchasing IT equipment activities were examined through discussions with H&HS IT management and a review of business practices over the purchasing, receiving, and invoice process was performed to determine compliance with UCLA policies and procedures.

1. IT Equipment Purchasing

The majority of IT inventorial equipment is purchased using H&HS Major Maintenance (MM) funds, which requires Housing Business Office (HBO) approval. H&HS IT Financial Analyst must complete a "UCLA Housing Requisition" form, which requires information about the equipment requested to be purchased, suggested vendor, and price. If equipment is available from an existing vendor blanket agreement, a price quote must be obtained. If there is not an existing blanket agreement, three vendor quotes must be obtained. If sole sourced, a Sole Source Form must be completed. UCLA Housing Requisition forms and quotes must be signed by the H&HS IT Director and then submitted to HBO for review and approval by the Director of Finance and Budget and Assistant Vice Chancellor of H&HS. Upon HBO approval, HBO staff enter the purchase requisition into BruinBuy and forward copies of all quotes or sole source letters to Campus Purchasing. Campus Purchasing buyer negotiates with the vendor, generates and emails a copy of the purchase order (PO) to the vendor and notifies HBO. HBO will email H&HS IT when the PO has been approved. Post Authorization Notifications (PANs) are generated for inventorial equipment purchases. Mandatory reviewers include the H&HS Finance & Budget Director, the H&HS AVC and the H&HS Business Analytics Manager.

1. Receiving

H&HS IT Inventory Control Specialist is responsible for receiving equipment ordered and verifying packing slips and items received match. Packing slips are signed and scanned into the KACE purchase ticket system and the requestor is notified of the receipt of the equipment ordered. Packing slips are attached to the purchase order package and placed in the Waiting for Invoice folder. KACE purchase ticket is updated to “Shipment Received” and assigned back to the initial IT Financial Analyst to await the vendor invoice.

1. Invoice Processing

The H&HS IT Director compares vendor invoices for inventorial equipment purchases to the original purchase orders and confirms the equipment invoiced has been received before approving invoices. The invoices are then forwarded to the HBO for approval by the H&HS Finance & Budget Director and the H&HS AVC. Upon approval, invoices are then forwarded to Campus Accounts Payable for payment.

Ten inventorial IT equipment items from July 1, 2016 to June 30, 2019 were judgmentally sampled from AMS to verify that the purchases associated with these items were properly approved by H&HS IT management. Price reasonableness was evaluated by obtaining and comparing quotes from multiple vendors or buying from established blanket agreements. Equipment was received by H&HS IT staff, and the invoices were reconciled to the purchase orders and packing slips before authorizing payment.

There were no significant control weaknesses noted in this area.

1. Electronic Approvals for Purchases

IT equipment purchase requests are tracked in a computerized help desk system called KACE. Although KACE has functionality for electronic work flow approvals, the current procedures require paper request forms, quotes, and invoices to be printed out and mailed or hand delivered to multiple individuals for signatures.

Recommendation: Management should consider leveraging the electronic approval functionality within the KACE system to request, track, and approve purchases of IT equipment. Electronic approvals may help streamline the purchasing, receiving and invoice review processes and provide a clearer audit trail of approvals.

Response: Agreed. Within the KACE system, we are modeling our current paper process, approvals, separation of duties, and signatures. We will continue to refine the electronic process to maintain approved processes, and enhance our process by providing an electronic audit trail of approvals and signatures. Targeted completion date: December 31, 2020.

1. Retention of Paper Records

Paper copies of purchase orders, packing slips and invoices for H&HS IT equipment are scanned into the KACE system and available in electronic format for reference and review. During the audit, H&HS IT management inquired if the paper copies need to be retained. A&AS consulted with the UCLA Records Management Manager who indicated paper records do not need to be retained after they are scanned, as long as a quality control check to ensure the electronic copies are accurate.

According to the UC Retention Schedule, “Records created from scanned source documents must be verified and documented as accurate following the imaging process. Thereafter, the source records may be destroyed unless prohibited by law or agency regulations. The created records must be retained in a proper recordkeeping system for their retention period. The documentation of the scanning process is not a transitory record and must be retained for as long as the converted record is retained. Some agencies have very specific requirements for retaining source documents and for how imaging must be done. These agencies include but are not limited to FAR, IRS, FDA, and DHS. If required by law or agency regulations, source documents must be kept, even after having been scanned, for example wet-signature promissory notes, oaths, patents, etc. If records governed by an agency are scanned, agency requirements for imaging processes must be met.”

Recommendation:   No longer having to retain paper copies of purchasing-related documents would help save storage costs and space; however, before doing so, H&HS IT management should review the UC Retention Schedule in further detail and consult with UCLA Records Management to understand all the requirements.

Response: Agreed. We will review the UC Retention Schedule and consult with UCLA Records Management before eliminating our paper files. Targeted completion date for reviewing retention schedules and updating process documents: June 30, 2020.

Equipment Management

A department’s inventory equipment is managed through AMS. AMS is used to track inventorial equipment and can be used to make changes to the inventory listing, generate inventory reports, attach documents and pictures to assets, and perform equipment disposals, transfers, and loans.

1. Custody Codes

H&HS IT is responsible for two equipment custody codes, 0456 Student Technology Center and 0459 H&HS IT. IT inventorial equipment data was downloaded from AMS as of January 31, 2020 and filtered for H&HS custody codes and IT equipment. A&AS analyzed all the inventorial equipment records for H&HS in AMS, noting there were 88 IT inventorial equipment items recorded to other H&HS custody codes such as 0447 On-Campus Housing, 0625 Sproul Hall and 0612 Covel Commons. The listing was provided to the H&HS IT Director and the Inventory Control Specialist to identify IT equipment in other custody codes that should be under a custody code managed by H&HS IT. H&HS IT management indicated it is unclear why the IT equipment was assigned to the incorrect custody codes. H&HS IT does not have access to the AMS records for 0625 Sproul Hall and 0612 Covel Commons, thus was not aware the IT equipment was being incorrectly assigned to these custody codes. However, upon identification of the incorrect custody codes during the audit, H&HS IT management took the following actions:

* Contacted the other H&HS custody code equipment custodians to transfer the IT equipment to a H&HS IT’s custody code.
* Revised their purchasing procedures to include an H&HS IT custody code on purchase orders so it is clearer to the UCLA Property, Plant and Equipment department to assign IT equipment to the correct H&HS IT custody code.

Recommendation: Management should continue to work with the other H&HS custody code equipment custodians to transfer the IT equipment to H&HS IT’s custody code.

Response: Agreed. We will finalize the transfers. In addition to the items noted above, we completed the addition of a “status of asset tag” data point in our KACE electronic process allowing us to periodically check AMS asset tags that have not yet been received for follow-up with the AMS team, enabling us to identify any future assets being assigned to the wrong custody codes and have them transferred to our custody codes. We will update the SOP to add this step by June 30, 2020.

1. Equipment Existence and Records

A judgmental sample of 10 H&HS IT inventorial equipment items was selected and physical observation was performed with the H&HS IT Director and the H&HS IT Inventory Controls Specialist on March 5, 2020 to verify that the items existed, locations were correctly recorded, property tags were affixed to the items, the equipment records had adequate descriptions to enable identification, and items were maintained in a secured area. One item sampled was software and not inventorial equipment.  For this item, the incorrect object code of Computer Hardware (9110) was entered when purchased, which caused the item to be recorded in AMS.  The following was noted for the remaining nine items:

|  |  |
| --- | --- |
| a. Existence of equipment verified | 9 of 9 |
| b. Location of equipment correct | 7 of 9 |
| c. Property tag on equipment | 1 of 9 |
| d. Description of equipment adequate to enable identification  (e.g. manufacturer, model, item description) | 9 of 9 |
| e. Maintained in secured area. | 9 of 9 |

A&AS also selected a judgmental sample of five inventorial equipment items from H&HS IT locations to verify that equipment information was recorded accurately and completely in AMS. The sample included five Dell PowerEdge R740 servers which were located in the Covel Commons server room; however, A&AS was unable to verify that these servers were recorded in AMS because there were no property tags on the servers. Although there are five Dell PowerEdge R740 servers in the AMS listing whose location is listed as Covel Commons, because there were no serial numbers recorded in AMS, A&AS was unable to verify that the servers in the sample were the servers listed in AMS.

In addition, A&AS downloaded all H&HS IT inventorial equipment records in AMS as of March 2, 2020 and utilized data analytics to determine the completeness and accuracy of the records in AMS.  A listing of records that were missing information such as serial numbers or location were emailed to the H&HS IT Director and the H&HS IT Inventory Control Specialist for review and correction.  The following was noted:

|  |  |  |
| --- | --- | --- |
| Issue | # | Reference to Detailed Listing |
| Equipment owner in AMS is a former employee | 21 | [Appendix A](#_Appendix_A_–) |
| Serial number missing | 71 | [Appendix B](#_Appendix_B_–) |
| Room information missing | 4 | [Appendix C](#_Appendix_C_–) |

Recommendation: Management should ensure the following:

* University property tags are affixed to equipment in order to maintain an effective property identification tag system.
* Equipment owners assigned to equipment should be active University employees.
* Inventory records should be enhanced to include the serial numbers and detailed location information for all inventorial equipment to facilitate identification of the items.

Response: HHS IT appreciates Audit providing a spreadsheet of assets behind custody codes not visible to HHS IT custodians. All items noted with issues in the chart above and in appendices were behind custody codes not visible to HHS IT. We were glad to see the issues noted were not found in any HHS IT custody code items.

After we finalize transfer of the valid items to our HHS IT custody codes:

* We will perform a physical inventory on the assets new to our custody codes to acquire the serial numbers and locations, and add the information to the AMS records.
* We will request reprints of University AMS property tags that cannot be visually inspected and affix to the equipment in standardized locations. We will update our process documentation to include the tag placement standards.
* We will update equipment owners to our current AMS custody code owners.
* We will provide a follow-up spreadsheet to Audit showing disposition of the items in the appendices as the work is concluded.
* Targeted completion date: December 31, 2020.

1. Physical Inventory

University of California Business and Finance Bulletin BUS 29, “Management and Control of University Equipment” (BUS-29) requires biennial equipment inventories. Equipment Management guidelines indicate that to perform the inventory, equipment custodians are to physically locate and view each piece of equipment listed on the inventory, and confirm the property number, description, location, serial number, assigned department, utilization/condition codes, and title.

The most recent "Annual Certification of Equipment Inventory" certification for the custody codes H&HS IT are responsible for was reviewed to ensure that it was properly prepared, approved, and submitted to UCLA Equipment Management in a timely manner. The certification was obtained from the UCLA Equipment Management department.

Based on the review, the UCLA Property, Plant & Equipment Management Annual Certification of Equipment Inventory form was completed for H&HS IT in December 2019. The certification was completed by the H&HS IT Inventory Controls Specialist and the results reviewed by the H&HS IT Director and submitted to the UCLA Property, Plant and Equipment department.

In addition, IT inventorial equipment records for all of H&HS from AMS as of March 2, 2020 were analyzed to verify that that annual equipment inventories have been performed within the past two years. The following was noted:

|  |  |  |
| --- | --- | --- |
| Last Physical Inventory Count | | Reference to Detailed Listing |
| Within Last 2 Years | Over 2 Years Ago |
| 273 | 49 | [Appendix D](#_Appendix_D_–) |
|  | All equipment in custody code 0625 Sproul Hall |

Recommendation: Management should ensure that physical inventory verifications are performed for all H&HS IT inventorial equipment at minimum on a biennial basis.

Response: HHS IT appreciates Audit providing a spreadsheet of assets behind custody codes not visible to HHS IT custodians. All items noted with issues in the chart above and in appendices were behind custody codes not visible to HHS IT. We completed the physical inventory of all assets that were in the HHS IT custody codes on time in December 2019. We were glad to see the issues noted were not found in any HHS IT custody code items.

After we finalize transfer of the valid items to our HHS IT custody codes:

* We will perform a physical inventory on the assets new to our custody codes to acquire the serial numbers and locations, and add the information to the AMS records.
* We will request reprints of University AMS property tags that cannot be visually inspected and affix to the equipment in standardized locations. We will update our process documentation to include the tag placement standards.
* We will provide a follow-up spreadsheet to Audit showing disposition of the items in the appendices.
* Targeted completion date: December 31, 2020.

Equipment Disposals

Disposal of inventorial equipment must be approved by the H&HS IT Director. A judgmental sample of five disposals of inventorial IT equipment between 2017-2019 were selected from an AMS equipment disposal report. Disposal forms and records were provided by the H&HS IT Inventory Specialist and reviewed to verify they were properly authorized and in compliance with University of California Business and Finance Bulletin BUS 38, “Disposition of Excess Property and Transfer of University-Owned Property (BUS-38).”

Two of the five equipment disposals were properly approved and had evidence the items were picked up. Three of the items were maintained by UCLA IT Services and the disposals were initiated and processed by IT Services, without approval or notification to H&HS IT.  H&HS IT realized these items had been disposed when they could not locate them during their physical inventory count in 2019. H&HS IT has since revised their policies and procedures to ensure that all disposal requests are routed to the H&HS IT Inventory Control Specialist for review and processing.

Recommendation: Management should ensure that all inventorial equipment disposals are processed in accordance with their revised policies and procedures, and that they are properly documented and approved in a timely manner to ensure accurate equipment records.

Response: Agreed. We will continue our revised process with Campus ITS’ handling of our network equipment. Completed.

Separation of Duties

The adequacy of separation of duties over the purchasing, receiving, invoice payment processing and management of inventorial IT equipment was evaluated through discussions with the H&HS IT Director, the Inventory Controls Specialist and the Senior Financial Analyst, review of H&HS IT purchasing and inventory procedures, and sample test work.

Adequate separation of duties over the purchasing, receiving, and invoice payment processes for inventorial equipment have been established. Purchase requests must be approved by the H&HS IT Director and HBO. A separate individual, the H&HS IT Inventory Controls Specialist, is responsible for receiving equipment and all invoices must be reviewed and approved by the H&HS IT Director and HBO before submitting to Campus Accounts Payable for payment.

There are also adequate separation of duties over the inventorial equipment management processes. The H&HS IT Inventory Control Specialist, who is responsible for performing the annual physical inventory counts, does not have physical custody over the equipment. In addition, there is a separate individual, the H&HS IT Director, who reviews and approves the results of the physical inventory counts.

There were no significant control weaknesses noted in this area.

# Appendix A – Equipment Owner in AMS is a Former Employee

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User Fname | User Lname | Custody Code Number | Custody Code Name | Asset Number | Description |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000608 | CATALYST, 2.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000607 | CATALYST, 2.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000606 | CATALYST, 2.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000605 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000604 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000603 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000602 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000601 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000600 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000599 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000598 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000597 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000596 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000595 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000594 | CATALYST, 1.0 48 PORT LAN BASE |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000563 | COMPUTER/SERVER R730 |
| KELLEY | WHELAN | 625 | SPROUL HALL | 154000267 | DRIVES, HARD DISK, ALL FLASH DC 4X E52450 |
| JOHN | MIN | 625 | SPROUL HALL | 14009644 | DIGITAL COPIER, DIALTA 251F |
| JOHN | MIN | 611 | SUNSET VILLAGE | 124001138 | PROJECTOR, POWERLITE WUXGA 4500 LUMENS |
| JOHN | MIN | 611 | SUNSET VILLAGE | 124001137 | PROJECTOR, POWERLITE WUXGA 4500 LUMENS |
| JOHN | MIN | 611 | SUNSET VILLAGE | 64000180 | COPIER |

# Appendix B – Serial Number Missing

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Custody Code Number | Custody Code Name | Asset Number | Description | Serial Num | Manufacturer | Model | Acq PO Num | CAAN | Room |
| 625 | SPROUL HALL | 154000605 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000604 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000603 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000602 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000601 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000600 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000599 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000598 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000597 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000596 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000595 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000594 | CATALYST, 1.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000608 | CATALYST, 2.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48P-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000607 | CATALYST, 2.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48P-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000606 | CATALYST, 2.0 48 PORT LAN BASE | - | CISCO | WS-C3850-48P-L | 3170AS5475 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 204000018 | COMPUTER, CATALYST | - | CISCO | CISCO 3850 48 PROT FULL POE CATALYSYT | 3170AXC935 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 164000537 | COMPUTER, FLASH STORAGE ARRAY SYSTEM | - | TEGILE | T3600 | 3170IT4332 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 194000135 | COMPUTER, POWEREDGE R740 SERVER HOSTS | - | DELL COMPUTER CORP | POWEREDGE R740 | 3170AWF996 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 194000134 | COMPUTER, POWEREDGE R740 SERVER HOSTS | - | DELL COMPUTER CORP | POWEREDGE R740 | 3170AWF996 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 194000133 | COMPUTER, POWEREDGE R740 SERVER HOSTS | - | DELL COMPUTER CORP | POWEREDGE R740 | 3170AWF996 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 194000137 | COMPUTER, POWEREDGE R740 VDI SERVER HOSTS | - | DELL COMPUTER CORP | POWEREDGE R740 | 3170AWF996 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 194000136 | COMPUTER, POWEREDGE R740 VDI SERVER HOSTS | - | DELL COMPUTER CORP | POWEREDGE R740 | 3170AWF996 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 164001077 | COMPUTER, SERVER | - | DELL COMPUTER CORP | POWEREDGE R730 | 3170AUB602 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 164001076 | COMPUTER, SERVER | - | DELL COMPUTER CORP | POWEREDGE R730 | 3170AUB602 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 164001075 | COMPUTER, SERVER | - | DELL COMPUTER CORP | POWEREDGE R730 | 3170AUB602 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 174001071 | COMPUTER/NETWORK, HARDWARE APPLIANCE SECURITY APPLIANCE WITH 25 ENT | - | ARUBA CLEARPASS | DL360 | 3170AVB408 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 174001070 | COMPUTER/NETWORK, HARDWARE APPLIANCE SECURITY APPLIANCE WITH 25 ENT | - | ARUBA CLEARPASS | DL360 | 3170AVB408 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 174001069 | COMPUTER/NETWORK, HARDWARE APPLIANCE SECURITY APPLIANCE WITH 25 ENT | - | ARUBA CLEARPASS | DL360 | 3170AVB408 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000563 | COMPUTER/SERVER R730 | - | DELL | POWER EDGE R730 | 3170ASY713 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 164001562 | COPIER, TANDEM | - | XEROX CORP | W7830PT | 3170AUC645 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000267 | DRIVES, HARD DISK, ALL FLASH DC 4X E52450 | - | TEGILE | T3600 | 3170ASW296 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 194001384 | FILMSCREEN, RECESSED ELECTRISCREEN | - | LIGHTWERKS COMMUNICATION SYSTEMS INC | CAS158HSM10LSW1235 | 3170PWT943 | SPROUL HALL | 162 |
| 447 | ON CAMPUS HOUSING | 204000082 | FIXED FRAME SCREEN FOR AUDIO/VISUAL | - | STEWART FILMSCREEN CORP | AT15M268CSM10LSX 1011Ù | 3170PXF463 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 174000448 | NETWORK EQUIPMENT/SYSTEM, 4510R+E CHASSIS, TWO WS-X4748-RJ45V+E, SUP8-E | - | CISCO | WS-C4510RE-S8+96V+ | 3170AU1033 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 164001085 | OMNIACCESS WIRELESS LAN 4750 CONTROLLER/SWITCH | - | ALE USA INC | OAW-4750-US | 3170ATBS89 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 164001084 | OMNIACCESS WIRELESS LAN 4750 CONTROLLER/SWITCH | - | ALE USA INC | OAW-4750-US | 3170ATBS89 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 164001083 | OMNIACCESS WIRELESS LAN 4750 CONTROLLER/SWITCH | - | ALE USA INC | OAW-4750-US | 3170ATBS89 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 164001082 | OMNIACCESS WIRELESS LAN 4750 CONTROLLER/SWITCH | - | ALE USA INC | OAW-4750-US | 3170ATBS89 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 174000444 | PALO PA 3020 SECURITY APPLIANCE | - | CDW GOVERNMENT INC | PA 3020 | 3170IU2426 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 174000443 | PALO PA 3020 SECURITY APPLIANCE | - | CDW GOVERNMENT INC | PA 3020 | 3170IU2426 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 164001100 | PROJECTOR, PT RZ12KU DLP | - | PANASONIC | ET-D75LE30 | 3170IUC666 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000954 | SERVER, COMPUTER | - | DELL | POWEREDGE R630 | 3170ASAY21 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000829 | SERVER, COMPUTER | - | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000828 | SERVER, COMPUTER | - | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000827 | SERVER, COMPUTER | - | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000826 | SERVER, COMPUTER | - | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000825 | SERVER, COMPUTER | - | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000824 | SERVER, COMPUTER | - | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 184000007 | STORAGE ARRAY, TEGILE EXPANSION SHELVES FE 25 FLASH | - | TEGILE | 4424737 | 3170IVS697 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000582 | TELEVISION, 70" LED TOUCH | - | SHARP | PNL703B | 3170AS8400 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 174000347 | CAMERA, CANNON EOS C300 MARK II EF, BODY/REG | - | CANNON | C300 | 3170PU0245 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 174000346 | CAMERA, CANNON EOS C300 MARK II EF, BODY/REG | - | CANNON | C300 | 3170PU0245 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 194000557 | CAMERA, CANON, C300 MARK II | - | CANON | C300 MARK II | 3170PWR241 | SPROUL HALL | 162 |
| 625 | SPROUL HALL | 154000530 | NETWORK EQUIPMENT/SYSTEM, INTEL XEON SERVER | - | CDW GOVERNMENT INC | T3300 | 3170AS6820 | SPROUL HALL | 360 |
| 625 | SPROUL HALL | 174000635 | STORAGE ARRAY, INTELLIFLASH ALL FLASH ARRAY | - | TEGILE | T4700 | 3170IU5340 | SPROUL HALL | 360 |
| 459 | HOUSING INFORMATION TECHNOLOGY | 174000170 | CATV DISTRIBUTION SYSTEM | Angelica Umali will enter | CAMPUS TELEVIDEO INC | MPEG-2 | 3130PTC835 | DE NEVE COMMONS | 360 |
| 625 | SPROUL HALL | 174000593 | CATALYST 4500 E-SERIES SUPERVISOR 8-E | - | EPLUS TECHNOLOGY INC | 4500E | 3170AU3886 | DE NEVE COMMONS | L-06 |
| 625 | SPROUL HALL | 194000891 | COMPUTER, SERVER, POWEREDGE R740 | - | DELL COMPUTER CORP | POWEREDGE R740 | 3170AWU772 | DE NEVE COMMONS | L-06 |
| 625 | SPROUL HALL | 174000590 | NEXUS 9300 WITH 48P 10/25G SFP+ AND 6P 100G QSFP28 | - | EPLUS TECHNOLOGY INC | NEXUS 9300 | 3170AU1614 | DE NEVE COMMONS | L-06 |
| 625 | SPROUL HALL | 174000589 | NEXUS 9300 WITH 48P 10/25G SFP+ AND 6P 100G QSFP28 | - | EPLUS TECHNOLOGY INC | NEXUS 9300 | 3170AU1614 | DE NEVE COMMONS | L-06 |
| 625 | SPROUL HALL | 194001324 | COMPUTER, POWEREDGE R740 | - | DELL | POWEREDGE R740 | 3170AVS746 | COVEL COMMONS | - |
| 611 | SUNSET VILLAGE-RESIDENTIAL | 124001138 | PROJECTOR, POWERLITE WUXGA 4500 LUMENS | NA | EPSON | G5750WU | 3170AQB925 | COVEL COMMONS | - |
| 611 | SUNSET VILLAGE-RESIDENTIAL | 124001137 | PROJECTOR, POWERLITE WUXGA 4500 LUMENS | NA | EPSON | G5750WU | 3170AQB925 | COVEL COMMONS | - |
| 611 | SUNSET VILLAGE-RESIDENTIAL | 64000180 | COPIER | NONE | XEROX | WORKCENTER PRO 232H | 3170AGY555 | COVEL COMMONS | FRONT DESK |
| 625 | SPROUL HALL | 184000264 | COMPUTER, POWEREDGE R740 | - | DELL COMPUTER CORP | POWEREDGE R740 | 3170AVS744 | COVEL COMMONS | L-06 |
| 625 | SPROUL HALL | 184000233 | COMPUTER, SERVER, POWEREDGE R740 | - | DELL COMPUTER CORP | POWEREDGE R740 | 3170AVS743 | COVEL COMMONS | L-06 |
| 625 | SPROUL HALL | 194000905 | FLASH STORAGE ARRAY | - | CDW GOVERNMENT INC | T4700 | 3170IWV329 | COVEL COMMONS | L-06 |
| 625 | SPROUL HALL | 194001323 | COMPUTER, SERVER, POWEREDGE R740 | - | DELL COMPUTER CORP | POWEREDGE R740 | 3170AVS745 | COVEL COMMONS | L-106 |
| 612 | COVEL COMMONS | 194000291 | C1 ADVANTAGE HIGH TERM C9500 5YR | - | EPLUS TECHNOLOGY INC | HIGH TERM C9500 | 3170AWK566 | COVEL COMMONS | STE 162 |
| 612 | COVEL COMMONS | 194000293 | C1 ADVANTAGE HIGH TERM C9500 5YR DNA 25 | - | CISCO | HIGH TERM C9500 | 3170AWK581 | COVEL COMMONS | STE 162 |
| 612 | COVEL COMMONS | 194000292 | CATALYST 9500 40PT 10GIG SWCH NTWK ESS | - | CISCO | CATALYST 9500 | 3170AWK581 | COVEL COMMONS | STE 162 |

# Appendix C – Room Missing

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CAAN | Room | Custody Code Number | Custody Code Name | Asset Number | Description | Manufacturer | Model | Serial Num |
| 4302D - SUSAN G. COVEL & MITCHELL D. COVEL COMMONS | - | 625 | SPROUL HALL | 194001324 | COMPUTER, POWEREDGE R740 | DELL | POWEREDGE R740 | - |
| 4247 - SPROUL RESIDENCE HALL | - | 625 | SPROUL HALL | 14009644 | DIGITAL COPIER, DIALTA 251F | MINOLTA | DIALTA 251F | EMIR 3/4/03 |
| 4302D - SUSAN G. COVEL & MITCHELL D. COVEL COMMONS | - | 611 | SUNSET VILLAGE-RESIDENTIAL | 124001138 | PROJECTOR, POWERLITE WUXGA 4500 LUMENS | EPSON | G5750WU | NA |
| 4302D - SUSAN G. COVEL & MITCHELL D. COVEL COMMONS | - | 611 | SUNSET VILLAGE-RESIDENTIAL | 124001137 | PROJECTOR, POWERLITE WUXGA 4500 LUMENS | EPSON | G5750WU | NA |

# Appendix D – H&HS IT Equipment – Physical Inventory Not Within Two Years

All equipment was for custody code 0625 Sproul Hall

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Last Inventory Date | Asset Number | Description | Manufacturer | Model | Acq PO Num | CAAN | Room |
| 7/3/2017 | 174000593 | CATALYST 4500 E-SERIES SUPERVISOR 8-E | EPLUS TECHNOLOGY INC | 4500E | 3170AU3886 | DE NEVE COMMONS | L-06 |
| 7/3/2017 | 174000590 | NEXUS 9300 WITH 48P 10/25G SFP+ AND 6P 100G QSFP28 | EPLUS TECHNOLOGY INC | NEXUS 9300 | 3170AU1614 | DE NEVE COMMONS | L-06 |
| 7/3/2017 | 174000589 | NEXUS 9300 WITH 48P 10/25G SFP+ AND 6P 100G QSFP28 | EPLUS TECHNOLOGY INC | NEXUS 9300 | 3170AU1614 | DE NEVE COMMONS | L-06 |
| 6/13/2017 | 174000347 | CAMERA, CANNON EOS C300 MARK II EF, BODY/REG | CANNON | C300 | 3170PU0245 | SPROUL HALL | 162 |
| 6/13/2017 | 174000346 | CAMERA, CANNON EOS C300 MARK II EF, BODY/REG | CANNON | C300 | 3170PU0245 | SPROUL HALL | 162 |
| 11/8/2017 | 154000605 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000604 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000603 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000602 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000601 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000600 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000599 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000598 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000597 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000596 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000595 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000594 | CATALYST, 1.0 48 PORT LAN BASE | CISCO | WS-C3850-48T-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000608 | CATALYST, 2.0 48 PORT LAN BASE | CISCO | WS-C3850-48P-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000607 | CATALYST, 2.0 48 PORT LAN BASE | CISCO | WS-C3850-48P-L | 3170AS5475 | SPROUL HALL | 162 |
| 11/8/2017 | 154000606 | CATALYST, 2.0 48 PORT LAN BASE | CISCO | WS-C3850-48P-L | 3170AS5475 | SPROUL HALL | 162 |
| 12/17/2016 | 164000537 | COMPUTER, FLASH STORAGE ARRAY SYSTEM | TEGILE | T3600 | 3170IT4332 | SPROUL HALL | 162 |
| 11/22/2016 | 164001077 | COMPUTER, SERVER | DELL COMPUTER CORP | POWEREDGE R730 | 3170AUB602 | SPROUL HALL | 162 |
| 11/22/2016 | 164001076 | COMPUTER, SERVER | DELL COMPUTER CORP | POWEREDGE R730 | 3170AUB602 | SPROUL HALL | 162 |
| 11/22/2016 | 164001075 | COMPUTER, SERVER | DELL COMPUTER CORP | POWEREDGE R730 | 3170AUB602 | SPROUL HALL | 162 |
| 9/27/2017 | 174001071 | COMPUTER/NETWORK, HARDWARE APPLIANCE SECURITY APPLIANCE WITH 25 ENT | ARUBA CLEARPASS | DL360 | 3170AVB408 | SPROUL HALL | 162 |
| 9/27/2017 | 174001070 | COMPUTER/NETWORK, HARDWARE APPLIANCE SECURITY APPLIANCE WITH 25 ENT | ARUBA CLEARPASS | DL360 | 3170AVB408 | SPROUL HALL | 162 |
| 9/27/2017 | 174001069 | COMPUTER/NETWORK, HARDWARE APPLIANCE SECURITY APPLIANCE WITH 25 ENT | ARUBA CLEARPASS | DL360 | 3170AVB408 | SPROUL HALL | 162 |
| 11/8/2017 | 154000563 | COMPUTER/SERVER R730 | DELL | POWER EDGE R730 | 3170ASY713 | SPROUL HALL | 162 |
| 12/17/2016 | 164001562 | COPIER, TANDEM | XEROX CORP | W7830PT | 3170AUC645 | SPROUL HALL | 162 |
| 11/8/2017 | 154000267 | DRIVES, HARD DISK, ALL FLASH DC 4X E52450 | TEGILE | T3600 | 3170ASW296 | SPROUL HALL | 162 |
| 6/23/2017 | 174000448 | NETWORK EQUIPMENT/SYSTEM, 4510R+E CHASSIS, TWO WS-X4748-RJ45V+E, SUP8-E | CISCO | WS-C4510RE-S8+96V+ | 3170AU1033 | SPROUL HALL | 162 |
| 11/23/2016 | 164001085 | OMNIACCESS WIRELESS LAN 4750 CONTROLLER/SWITCH | ALE USA INC | OAW-4750-US | 3170ATBS89 | SPROUL HALL | 162 |
| 11/23/2016 | 164001084 | OMNIACCESS WIRELESS LAN 4750 CONTROLLER/SWITCH | ALE USA INC | OAW-4750-US | 3170ATBS89 | SPROUL HALL | 162 |
| 11/23/2016 | 164001083 | OMNIACCESS WIRELESS LAN 4750 CONTROLLER/SWITCH | ALE USA INC | OAW-4750-US | 3170ATBS89 | SPROUL HALL | 162 |
| 11/23/2016 | 164001082 | OMNIACCESS WIRELESS LAN 4750 CONTROLLER/SWITCH | ALE USA INC | OAW-4750-US | 3170ATBS89 | SPROUL HALL | 162 |
| 6/22/2017 | 174000444 | PALO PA 3020 SECURITY APPLIANCE | CDW GOVERNMENT INC | PA 3020 | 3170IU2426 | SPROUL HALL | 162 |
| 6/22/2017 | 174000443 | PALO PA 3020 SECURITY APPLIANCE | CDW GOVERNMENT INC | PA 3020 | 3170IU2426 | SPROUL HALL | 162 |
| 11/29/2016 | 164001100 | PROJECTOR, PT RZ12KU DLP | PANASONIC | ET-D75LE30 | 3170IUC666 | SPROUL HALL | 162 |
| 11/8/2017 | 154000954 | SERVER, COMPUTER | DELL | POWEREDGE R630 | 3170ASAY21 | SPROUL HALL | 162 |
| 11/8/2017 | 154000829 | SERVER, COMPUTER | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 11/8/2017 | 154000828 | SERVER, COMPUTER | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 11/8/2017 | 154000827 | SERVER, COMPUTER | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 11/8/2017 | 154000826 | SERVER, COMPUTER | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 11/8/2017 | 154000825 | SERVER, COMPUTER | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 11/8/2017 | 154000824 | SERVER, COMPUTER | DELL | POWEREDGE R730 | 3170AS7683 | SPROUL HALL | 162 |
| 1/10/2018 | 184000007 | STORAGE ARRAY, TEGILE EXPANSION SHELVES FE 25 FLASH | TEGILE | 4424737 | 3170IVS697 | SPROUL HALL | 162 |
| 11/8/2017 | 154000582 | TELEVISION, 70" LED TOUCH | SHARP | PNL703B | 3170AS8400 | SPROUL HALL | 162 |
| 11/8/2017 | 154000530 | NETWORK EQUIPMENT/SYSTEM, INTEL XEON SERVER | CDW GOVERNMENT INC | T3300 | 3170AS6820 | SPROUL HALL | 360 |
| 7/5/2017 | 174000635 | STORAGE ARRAY, INTELLIFLASH ALL FLASH ARRAY | TEGILE | T4700 | 3170IU5340 | SPROUL HALL | 360 |

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