



Montana Department of LABOR & INDUSTRY

1
2 **Division: Workforce Services Division**
3 **Category: Division-Wide**
4 **Effective Date: 6/13/2017**
5 **Last Revised:**
6 **Policy No.: 04-17**

Equipment Inventory Control Policy

8 **Background:** This policy establishes a process for the recording, identification, and accountability of
9 all Workforce Services Division technology, computers, and electronic equipment with a life expectancy of over
10 one year. At Montana Labor & Industry 's Workforce Services Division (MDLI WSD), the Division of Management
11 Services (DMS) Bureau maintains a proper equipment record to ensure that all equipment, meeting the criteria
12 below, are identified, evaluated, tracked, and logged.

13 **Scope:** This policy applies to all WSD employees. The following equipment is subject to this policy:

- 14 • All computers;
- 15 • Printers;
- 16 • Scanners; and
- 17 • Copiers and any multi-function printing device.

18 Policy:

19 Requests for New, Additional or Replacement Equipment:

- 20 • Employees, (with management/supervisor approval) must work with DMS and Technology Service
21 Division (TSD) to request any new equipment. There are strict guidelines for purchasing and/or leasing
22 this equipment.

23 Receipt of New Equipment:

- 24 • When an employee, work unit, office or bureau receives new equipment, DMS must be notified.
- 25 • A copy of the transaction receipt must be sent to DMS within 5 business days of receiving the item. The
26 following information is required:
 - 27 ○ Manufacturer's Name;
 - 28 ○ Item Description;
 - 29 ○ Serial Number;
 - 30 ○ TSD Tag Number;
 - 31 ○ Model Number;
 - 32 ○ Date Received;
 - 33 ○ Location of Item;
 - 34 ○ Name of Bureau Taking Ownership; and
 - 35 ○ Name of Person to Whom the Equipment has been assigned.

36 **Reporting Changes in Status of Equipment:**

- 37 • All equipment transferred from one employee to another or from one office to another; or stolen,
38 scrapped, traded in, etc. must be reported to DMS by the individual, office, work unit or bureau that was
39 accountable for the equipment.
- 40 • Status changes must be reported as they occur. Complete the [Security Incident Report Form](#) for any
41 item lost or stolen and return the form to TSD and DMS.
- 42 • All equipment that is to be disposed of must be offered to TSD. If TSD refuses the item or instructs that
43 the item be donated, given to Surplus, recycled or thrown away, DMS must be notified prior to the
44 equipment being returned or disposed of in any fashion.
- 45 • Equipment that is lost, stolen or damaged must be immediately reported to a supervisor and, within 24
46 hours of the incident, be reported to DMS.

47 **RSA Token:**

- 48 • RSA tokens are not part of the WSD Equipment Inventory. The tokens are tracked and inventoried by
49 TSD.
- 50 • Should an RSA token be lost or stolen the employee must report the incident immediately to the TSD
51 Service Desk, complete the [Security Incident Report Form](#), and notify the appropriate WSD fiscal officer.
- 52 • When an employee leaves WSD employment, the employee must return the RSA token to the manager
53 or supervisor. The manager or supervisor will coordinate with TSD and DMS to determine if the RSA
54 token will be returned to TSD or if the manager will keep the token and reissue it to another employee.

55 **Annual Inventory:**

- 56 • At a minimum of every 12 months, DMS will conduct an accounting of the inventory listed for an office,
57 work unit and/or bureau. A copy of the inventory list will be supplied and must be verified and/or
58 corrected if necessary and returned to DMS within 2 weeks.
- 59 • DMS will work with TSD to ensure that the Division inventory record matches the TSD inventory record.