UNIVERSITY OF NEBRASKA
UNK
KEARNEY

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Responsible University Office:
Finance Office

Responsible University Administrator:
Vice Chancellor for Business and Finance

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Sensitive Equipment Policy

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Scope

This policy applies to all University departments and individuals that use or possess University owned equipment that is considered sensitive in nature. Equipment is considered sensitive in nature if it is easily susceptible to theft.

Policy Statement

Sensitive equipment will be tracked using the SAP objects on loan module.

- Laptop computers and other mobile electronic devices (such as iPads, tablets, cell phones, and external hard drives) assigned to an individual OR taken off campus are required to be tracked in objects on loan.
- Laptop computers and other mobile electronic devices held for general department use AND kept on campus can be tracked through an alternative method in lieu of objects on loan.
- Desktop computers, printers, or fax machines taken home or off campus are required to be tracked in objects on loan.

- Departments, at their discretion, may include other specific items, such as cameras, iPods, research equipment, or other equipment, on an individual's objects on loan.
- Accessories to these items, such as a laptop docking station, keyboard, case/cover, etc., do not need to be recorded as separate items, but they may be included in the description of the main item if desired.

Sensitive equipment, except cellphones, should be tagged with a "Property of the University of Nebraska at Kearney" label or some similarly worded label denoting University ownership. Such labels are available upon request from the Asset Records Manager for department use.

Sensitive equipment (objects on loan) confirmations will be sent out to departments annually to confirm the assignee/responsible person, description, and serial number for each item of sensitive equipment recorded on objects on loan. Confirmations will also be sent to departments with no sensitive equipment confirming none was acquired in the past fiscal year.

Reason for Policy

This policy provides guidance to University personnel regarding sensitive equipment to ensure UNK complies with all applicable Federal, State, and Board of Regents laws, regulations, and policies. Additionally, this policy helps ensure sensitive equipment of the University is handled appropriately and is not misappropriated.

Procedures

Each department should designate an individual responsible for coordinating and tracking the department's sensitive equipment. This person will be responsible for:

- Completing the Objects on Loan Update Form when changes to a department employee's objects on loan record are needed, and those changes have not been reported by an IT Coordinator. Changes to report regarding sensitive equipment include the following: new purchase and assignment to an employee, return by an employee and assignment to a different employee, return by an employee and held for future assignment, return by an employee and transferred to ITS for disposal, etc.
    - The completed electronic form (rather than a hardcopy) should be emailed to Heather Foradori (foradorih@unk.edu).
- Tracking a department's sensitive equipment that is not tracked through objects on loan.
- Ensuring all sensitive equipment in an employee's possession is returned when an employee leaves UNK employment.

Forms

Objects on Loan Update Form OR found in SAPPHIRE – Campus Documentation > UNK > Finance Office > Forms > UNK Objects on Loan Update Form

Related Information

University of Nebraska Sensitive Equipment Policy
UNK Property and Equipment Policy

History

Replaces current policy dated April 1, 2023.