



# Arkansas Community Correction

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## **ADMINISTRATIVE DIRECTIVE: 14-20 PROCESSING PROCEDURES FOR PURCHASE, TRANSFER, DEPLOYMENT, REPAIR, AND DISPOSAL OF COMPUTER EQUIPMENT**

**FROM: SHEILA SHARP, DIRECTOR**

**SUPERSEDES: None**

**APPROVED: Signature on File**

**EFFECTIVE: July 31, 2014**

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- I. APPLICABILITY.** This policy applies to ACC employees, especially those assigned to the Information Technology Section (IT) and the Administrative Services Division.
  - II. POLICY.** It is ACC policy to accurately label/document and track electronic computer and associated equipment purchased, deployed, transferred and serviced by or through the ACC IT Section.
  - III. GUIDELINES.** The procedures below apply to the purchase, transfer, deployment, repair and disposal of computer equipment, which includes desktop, laptop, and tablet computers, terminals, iPads, iPhones, desktop printers and other computer-related devices and accessories being or to be processed through the IT Section.
    - A. In all cases, computer equipment will be received by the IT Section at the ACC Central Office.
    - B. The ACC Asset Manager will purchase and maintain pre-numbered Asset Inventory tags, assign a sleeve of tags to the IT Business Operations Specialist (IT Specialist) and record the numbers assigned. The IT Specialist will sign for, maintain, safeguard and account for the tags at all times.
    - C. The IT staff will complete and sign an Asset Transfer Form (ATF) for each new or existing equipment item received in the IT Section. IT will store the equipment in a secure area, including the central warehouse, if needed, until it is configured, repaired or deployed.
    - D. When purchasing computer equipment, the IT Specialist will create a purchase requisition (PR) in AASIS, send the PR to a buyer in the Purchasing Section assigned to the area, who will create a purchase order (PO) and return it to the IT

Specialist to place the order from a State-approved vendor. The PO will generate an asset shell number provided by the Purchasing Section. When the orders are received, the IT Specialist will receive them in AASIS (MIGO), place the next sequential pre-numbered asset tag on the asset, and enter that corresponding number in the Asset Database in AASIS.

- E. To avoid loss of data, computer files should be saved to the S drive (network) or a disk, not the personal computer hard drive, especially since many times if IT cannot resolve a computer hardware issue, it may be reconfigured or wiped clean to resolve the problem.
- F. Following configuration, repair or deployment, the IT staff will notify the appropriate user when the equipment is ready and arrange a time for pickup. The IT Administrator must ensure a backup person is in place to maintain efficient (timely) processing of exchanges. An ATF must be signed as the user takes possession of the equipment and a copy of the ATF must be provided to the user. NOTE: Supervisors are responsible for tracking and control of equipment assigned to their office/facility and/or employees.
- G. For M & R disposal of computer equipment, IT will collect and examine whether the computer equipment should be sent to M & R. If so, IT will complete and provide a copy of the ATF to the user and the Accounting Asset Section.
- H. When there is enough equipment to send to M & R, the IT staff will destroy any hard drives and list [on the Surplus Disposal Form (ADF)] the equipment to be sent to M & R and provide a copy to the Accounting/Asset Section. Accounting will submit a SDF to M & R who will contact IT and arrange a pickup time.