

Asset and Inventory Management Policy

Chapter 4: Facilities

Policy Number: PL404.02 (supersedes PL404.01 aka 106.03)
Effective Date: 5/25/2023
Responsible Manager: Facilities Management Director
Reviewed by: Chief Operating Officer, Health Operations Team
Approval: Deputy Commissioner

Policy Statement

The Minnesota Department of Health (MDH) shall maintain a system of accountability to ensure that all assets in use by MDH are safeguarded, tracked, and disposed of properly.

MDH will align policies and procedures to make asset management as efficient as possible for the department. It will appoint an Agency Asset Coordinator to coordinate the management of trackable assets it purchases or manages for use at MDH.

Assets may not be sold, transferred, traded in, sent to surplus stores, disposed of, salvaged, destroyed, or given away without approval of the Agency Asset Coordinator (AAC). The AAC will ensure that MDH is acting in compliance with applicable laws and Department of Administration policies.

Misuse or theft of state property is a violation [MDH's Code of Ethical Conduct Policy](#) and [MMB's HR/LR Policy # 1445 Code of Ethical Conduct Policy](#).

Applicability

This policy applies to all MDH staff, contractors and other entities associated with the Minnesota Department of Health that use MDH equipment.

This policy applies to all assets as defined below. This policy does not apply to:

- vehicles leased through the Department of Administration Fleet Services
- employee-owned property located in the workplace or in vehicles in use on official state business.

Assets purchased with grant funding must be accounted for, tracked, and taken out of service according to this policy and the funder's requirements.

Rationale

The purpose of this policy is to ensure MDH follows the asset management standards established by federal regulations, and statewide policies created and approved by the departments of Administration, Management & Budget, and MNIT Services. It also supports a unified and efficient system of asset management.

Definitions- Item Types

Trackable (Capital) Asset

See [State of Minnesota Property Management Policy and User Guide](#) for official definition and thresholds. Trackable (Capital) Assets generally exceed a \$5,000 purchase price and have a two-year or more life expectancy.

Annual Comprehensive Financial Report (ACFR) Capital Asset

See [Management and Budget- Annual Comprehensive Financial Report \(ACFR\)](#) for official definition. ACFR Capital Assets generally exceed a \$30,000 purchase price and have a two-year or more life expectancy.

Sensitive Item

MDH treats the following as sensitive items that require tracking:

- Portable projectors
- Televisions that are not mounted to a wall, and other video equipment with an acquisition cost over \$500; and less than \$5,000

Mobile Devices

Mobile communication equipment such as tablets, smartphones and personal digital assistants (PDA).

Assigned Workspace Equipment in the Telework Tracker

In a largely telework or hybrid work environment, equipment will be needed in multiple settings and may be needed to be shared by several employees when used in the office. Coupled with the low acquisition cost of these items, they will not be tracked as assets or sensitive items.

No equipment should leave an MDH building unless it is approved by the supervisor and logged in a telework agreement found on the telework tracker.

These items tend to be one of the following:

- Portable Printers
- Portable Scanners
- Computer Monitors
- Computer Mice
- Webcams
- Headsets
- Keyboards
- Office Chair

Additional Items Available Upon Request

If funding is available, supervisors/managers may provide additional items upon an employee's request such as a laptop case, mouse pad, ergonomic wrist rest, additional monitors, adjustable desktop device, footrest, and risers for laptops or monitors.

Non-Capital, Non-Sensitive Item, Non-Telework Equipment- all other property purchased by MDH that are not subject to tracking.

Definitions- Process Elements

PRISM- This is the system used to request and approve the purchase of all items, including assets, at MDH. This system is used to assign Asset #s. Information from PRISM is also used to create asset records in the SWIFT Asset Module.

SWIFT Asset Module- This is the system of record for assets at MDH. Assets are recorded in SWIFT and can be referenced for reporting purposes.

Telework Tracker - This list was created to log telework agreements. It has fields that supervisors can use to record the equipment that employees have in their homes so that it can be returned if the employee leaves state employment.

Asset Number/Asset Tag- All trackable assets are labeled with an asset tag. This tag lists an Asset Number on it that corresponds to the record on file for the asset.

State of Minnesota Property Tag- This sticker is placed on equipment that is not a trackable asset to denote that it is State of Minnesota property.

Biennial Inventory- This is the process that MDH needs to undergo every two years to identify all trackable assets and sensitive items and their locations in MDH work locations.

Mobile Inventory- This is the application that MDH Facilities / Receiving staff use to track and record the delivery of PRISM orders. This system is not integrated with PRISM and is for deliveries only.

Asset Types and Tracking Systems of Record

Asset Type	Acquisition Cost	Asset Tag	Tracking System
ACFR Capital Asset	\$30,000 or more	Yes	SWIFT Asset Module
Trackable (Capital) Asset	\$5,000 to \$29,999.99	Yes	SWIFT Asset Module

Asset Type	Acquisition Cost	Asset Tag	Tracking System
Sensitive Items - portable projectors - televisions that are not mounted to a wall, and other video equipment with an acquisition cost over \$500; and less than \$5,000	Less than \$5,000	No	Tracking system maintained by Agency Asset Coordinator
Mobile Devices	Varies	No	MDH “Admin Apps” Mobile Device Forms
Assigned Workspace Equipment - Portable Printers - Portable Scanners - Computer Monitors - Computer Mice - Webcams - Headsets - Keyboards - Chairs - Additional Items Available Upon Request w/ approval of supervisor	Varies	No	Supervisors will use the Telework Tracker when equipment leaves MDH offices. (*Telework Tracker only accessible to supervisors).
Non-Capital, Non-Sensitive Item, Non-Telework Equipment	Less than \$5,000	No	None

Roles & Responsibilities

MDH Role	Role Identified in State Policy	Responsibilities
Facilities Director	N/A	- Accountable for Asset Management at MDH. - Designate the Agency Asset Coordinator. - Approve the MDH Asset Management Procedure.
Agency Asset Coordinator	Inventory Coordinator	- Can be contacted by emailing Health.AssetManagement@state.mn.us - Maintain records in tracking systems. - Lead inventory efforts.

MDH Role	Role Identified in State Policy	Responsibilities
		- Report asset information for the state's financial statements as directed by Minnesota Management & Budget. - Oversees property disposition efforts. - Receive reports of Stolen, Lost, Damages or Recovered Property - All responsibilities listed in State of Minnesota Property Management Policy and User Guide.
MDH Facilities / Receiving	Individual who receives property	Deliver orders and record delivery using the Mobile Inventory application.
MDH Financial Management / Buyers	Individual who pays vendor invoices per	- Select appropriate asset category on PRISM order screen when purchasing an asset. - Enter PO into SWIFT and order item. - Pay vendor invoices.
Designated Asset Location	N/A	This is the MDH building and room number where the asset is located. The Designated Asset Location can be changed by the Agency Asset Coordinator in the system of record.
PRISM/PARIT Requestor	Individual who requested that the property be ordered	Ensure that the asset gets to the right end-user by receiving the order directly from facilities staff or indicating who the order should be delivered to.
All Employees	N/A	- Responsible for appropriate use of state equipment - Must get authorization from their manager/supervisor and sign the appropriate telework agreement before using state equipment outside of the workplace. - Must report when sensitive or capital assets are broken or no longer needed. - Must notify the Agency Asset Coordinator and Financial Management when non-purchased items are acquired according to MDH policy 611 regarding donations. - Must report any lost, stolen, misused assets or sensitive items to the agency asset coordinator by emailing Health.AssetManagement@state.mn.us.
Managers and Supervisors	N/A	- Are responsible for ensuring that their staff are aware of and comply with the above responsibilities. - Must ensure employees who use state equipment outside the workplace have signed the appropriate

MDH Role	Role Identified in State Policy	Responsibilities
		agreement; have logged the equipment in the Telework Tracker; are aware of acceptable uses of the items; and return the items when no longer needed, when leaving employment with the department, or otherwise when requested. • Must work with Agency Asset Coordinator to ensure all State equipment in the employee's possession are accounted for and transferred to the appropriate authority or stored properly upon the employee's departure. • For current employees; must report any lost, stolen, misused assets or sensitive items to the agency asset coordinator by emailing Health.AssetManagement@state.mn.us • For separating employees, where equipment has not been returned; must contact HR labor relations consultants

Related Information

- [State of Minnesota Property Management Policy and User Guide](#)
- Dept of Administration [Property Disposition Request \(Word Doc\)](#)
- [Asset Tracking Procedure PR408.01](#)

History

- MDH Policy 106 effective 11/1/2013 renumbered to PL404.01 = 2016
- Reviewed with Fleet and Surplus Office, Department of Administration, 1/23/2023
- PL404.01 superseded 5/25/2023