



Asset Tracking Procedure

Chapter 4: Facilities

Procedure Number: PR408.01
Effective Date: 5/25/2023
Reviewed by: Chief Operating Officer, Health Operation Team
Approval: Facilities Management Director

Purpose Statement

This procedure ensures equipment in use by the Minnesota Department of Health (MDH) are properly tracked throughout their lifecycle (including receipt and delivery, transfer and inventory, and surplus or disposal) in accordance with the [MDH Asset Management 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 procedure applies to all property types found in the MDH Asset Management Policy.

This procedure does not apply to the following types of state equipment:

- Computers: These are provisioned and tracked by MNIT.
- Mobile Devices: These are tracked using the [MDH Admin Apps Mobile Device Forms System](#)

Procedure Steps- Order and Receipt

These are user facing process steps. More detailed instructions are found in the MDH Agency Asset Coordinator Guide document. The Agency Asset Coordinator can be contacted by emailing Health.AssetManagement@state.mn.us.

Step No.	Responsible	Procedural Step
1.	Divisions	Submit and approve purchase request through PRISM.

Step No.	Responsible	Procedural Step
2.	MDH Financial Management/Buyers	Select appropriate asset category on PRISM order screen when purchasing an asset or sensitive item.
3.	MDH Financial Management/Buyers	Enter PO into SWIFT and order item.
4.	MDH Facilities/Receiving	Receive delivery of an item. If “Asset Type” field contains the word “Asset Tag” • Affix an asset tag to the asset • Enter the asset tag number into PRISM “Receive Order Screen: If “Asset Type” field contains the word “Property Sticker” or is an item that is commonly used for telework • If the item is unboxed, affix a property sticker to the item. • If the item is boxed, provide an unaffixed property sticker upon delivery.
5.	MDH Facilities/Receiving	Notify the PRISM/PARIT Requestor that item is available for pickup.
6.	PRISM/PARIT Requestor	Notify end-user and supervisor that item is available for pickup.
7.	PRISM	Record receipt of the asset and save asset information that is associated with the purchase order. Automatically notifies the Agency Asset Coordinator of the following: • A new asset or sensitive item has been received • Asset type • Asset Tag # • PRISM Order Destination Facility
8.	Agency Asset Coordinator	For Assets Only • Use PO to lookup the asset record in SWIFT

Step No.	Responsible	Procedural Step
		- Update the record with Asset #, location , and other relevant information. - Contact the person the asset or sensitive item was delivered to if any other information is needed.

Procedure Steps- Telework Equipment

Follow all steps for Order and Receipt above.

Step No.	Responsible	Procedural Step
1.	End User	- Picks up item from MDH location where it was delivered. - Ensure that a State of Minnesota Property sticker was affixed or provided to be affixed (If the latter, affix it now). - Bring to telework location and notify supervisor.
2.	Supervisor	Modify Telework Tracker to reflect accurate equipment list at telework location.

Procedure Steps- Returning Telework Equipment

Step No.	Responsible	Procedural Step
1.	End User	Contact supervisor when equipment is no longer needed. This includes when an employee plans to separate from the agency.
2.	Supervisor	- Provide end user with instructions of where to bring the item in MDH facility - Contact the HRM Labor Relations Manager if additional assistance is required for returning equipment to MDH.
3.	End User	Return item to MDH facility
4.	Supervisor	Modify Telework Tracker reflect accurate equipment list at telework location.

Procedure Steps- Asset Disposition

Step No.	Responsible	Procedural Step
1.	End User and/or Supervisor	Submit service request when an asset is no longer needed. *Please be sure to include any asset numbers in the service request form
2.	Agency Asset Coordinator	Complete Property Disposition Request (Word Doc) and submit to the Department of Administration for assets ready for surplus/disposal. Arrange disposal/surplus according to approved Property Disposition Request.
3.	Agency Asset Coordinator	Inform program/requesting staff the date and time for item pick-up as well as where to place the items (usually the loading dock).
4.	Agency Asset Coordinator	Update asset status in SWIFT.

Procedure Steps- Asset Inventory

MDH will use an ongoing inventory approach whereby Divisions will be put on an inventory calendar rather than performing a full agency inventory every two years. Note that this procedure assumes that all records have been updated in SWIFT.

Step No.	Responsible	Procedural Step
1.	Agency Asset Coordinator	Determine the list of assets assigned to a division using the following: • SWIFT Data Warehouse- Asset Physical Information Reports • PRISM Assets Since Date Report

Step No.	Responsible	Procedural Step
2.	Agency Asset Coordinator	Contact Division Leadership with a list of assets and locations. Include any relevant information and assumed gaps (e.g. if a user is no longer with the agency)
3.	Division Leadership	Distribute the list to division staff and ask for verification that the asset is still in use.
4.	Asset Owners	Provide written or photo verification that the asset is still in use.
5.	Agency Asset Coordinator	For items unaccounted for in the initial pass ▪ Attempt to locate these with division purchasers or other division designees. ▪ If unlabeled items are discovered, label those and attempt to match those to an existing record. For items unaccounted for after this walkthrough/search • Recommend a course of action to Division Leadership and Facilities Director.
6.	Agency Asset Coordinator	Update all records in SWIFT. Provide a final inventory report to Division Leadership. Keep reports on hand to provide to MMB/Admin upon request.

Related Information

[State of Minnesota Property Management Policy and User Guide.](#)

[Asset Mangement Policy PL404.02](#)