

# Enterprise IT Asset Management Policy

**Subject:** Information Technology  
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**Responsible Party:** Enterprise Chief Information Officer

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## 100.00 Introduction

Information Technology (IT) assets are a significant investment for the University and should be managed responsibly as a fiscal investment.

## 200.00 Policy

**200.10** Board of Regents policies governing the use of university information technology apply to all University faculty, staff, students, and patrons. All users of University information technology must comply with MSU Enterprise policies as well as Board of Regents policies, state and federal law. References to associated policies and laws are provided in section 400.00.

**200.20** Each campus central IT department is authorized to track and manage IT assets and shall maintain procedures for tracking IT assets on their campus, appropriate to their campus organizational structure.

**200.30** IT users and IT units shall comply with their campus' asset tracking procedures.

## 300.00 Procedures

Individual campuses maintain campus-specific standards and procedures that implement this policy. Campus-specific standards and procedures are currently under development; when published, the links to those pages will be provided here. Constituents will be required to comply with any standards and procedures developed for their campus:

- MSU-Billings
- MSU-Bozeman\*
- Great Falls College MSU
- MSU-Northern

\* MSU agencies follow MSU-Bozeman campus procedures

## 400.00 References

Report broken links to [uitmarcom@montana.edu](mailto:uitmarcom@montana.edu).

- Board of Regents policy 1308 Disposal of Computer Devices, available at <http://www.mus.edu/borpol/bor1300/1308.htm>.

## 500.00 Definitions

"Central IT department" refers to the centrally-funded IT unit on each campus that serves campus-wide IT needs and/or University IT infrastructure.

"Enterprise" refers to all Universities, colleges, and agencies of Montana State University.

"Enterprise Chief Information Officer" refers to the top level information technology leadership role based on the Bozeman campus whose

responsibilities include information technology leadership of the four MSU campuses.

“Information Technology” or “IT” refers to any resource related to the access and use of digitized information, including but not limited to hardware, software, devices, appliances, network bandwidth and resources.

“IT asset” refers to any hardware device or software license that costs over a certain threshold, the exact amount of which can change over time.

“IT unit” refers to any group or individual that provides distributed IT services, support, or infrastructure, including academic and research IT support groups.

“University” refers to any and all campuses, agencies, departments, or entities within the Montana State University enterprise.

“Users” refers to any individual student, staff, faculty, or patron as well as any group, agency, department, entity, or campus who obtains, uses, or relies on IT services or resources of the University.