

MEMORANDUM

To: All Supervisors

From: Dennis F. Dougherty

Date: May 1, 2001

Subject: Inventory of University Property Issued to Faculty and Staff
and Computer System Access

In order to maintain an accurate inventory of university assets and safeguard electronic resources, it is important that departments keep track of university property issued to each employee and the access that each employee has been given to various university computer systems. The disposition of university property and a record of systems access should be reviewed and documented annually. When an employee transfers to another university department or is terminated, a clear record needs to be made of the return of property and the cancellation of system access.

The attached Employee Inventory form has been developed to assist departments with keeping these records. The form is available in both MS Word and Adobe Acrobat formats on the university policies Web site (<http://policies.usc.edu>), in the Administrative section. Departments may customize the fields or develop alternative forms that better suit their needs.

Departments will be required to submit this form or similar documentation to University Payroll Services when an employee is transferred to another university department or is terminated. It is important that both the employee and the department acknowledge the disposition of university property at that time and that departments make timely changes to systems access.

If you have any questions regarding this process, please contact Sharon Haymond, Manager of Personnel Services, Policies and Procedures on the University Park campus, at (213) 740-7953 or Maria Chacon, Director of Personnel Services on the Health Sciences campus, at (323) 442-1010.

cc: Steven B. Sample
Lloyd Armstrong, Jr.
Alan Kreditor
Jane G. Pisano
Stephen J. Ryan
Vice Presidents
Deans
Department Chairs
Directors
Senior Business Officers
Home Department Coordinators