Scope

This process is to streamline the asset management activities and tracking of non-capital assets on the OSU Marion Campus and provide a process to ensure assets that are taken off-campus and/or are theft prone are appropriately recorded and released. This process also serves to ensure compliance of tracking non-capital assets with physical tagging and disposal in accordance with the University’s policies and procedures for surplus property.

This process encompasses all equipment on the Marion Campus with the exclusion of laptops, computers and printers, which are managed by IT. If you need to take a laptop, computer or printer off-campus please contact Bryan Sickmiller at Sickmiller.2@osu.edu

Process to Assign Off-Campus Use of an Asset in DocuSign

- Student or instructor notifies Individual Releasing Equipment that an asset will need to be taken off campus
- Individual Releasing Equipment creates a new DocuSign envelope with the Asset Off Campus Stewardship Form OSU Marion template available under the “All Templates” folder in DocuSign
  - Refer to “How to Release and Return Equipment Using DocuSign” for detailed instructions
- Individual Releasing Equipment enters the Individual Signing Out Equipment’s name and email as the first signer and themselves as the second signer
- Individual Releasing Equipment completes sections I and II
- Individual Releasing Equipment emails the form using DocuSign to the Individual Signing Out Equipment
- Individual Signing Out Equipment certifies they will follow all terms and conditions outlined in the form regarding the issuance of the asset, initials and signs
- Individual Releasing Equipment, Equipment Coordinator and OSU Marion SFO reviews and signs
  - Anyone completing and/or signing the form automatically receives a copy of the completed document via a DocuSign email link.
- When form is fully executed, Individual Releasing Equipment releases equipment to student
- Equipment Coordinator notes change in asset in OSU’s online Asset Management System

Procedure to Return

- Student returns asset to Individual Releasing Equipment
- Individual Releasing Equipment creates a copy of the original Asset Off-Campus Stewardship Form OSU Marion in DocuSign
  - Refer to “How to Release and Return Equipment Using DocuSign” for detailed instructions
- Individual Releasing Equipment sends form to Individual Signing Out Equipment
- Individual Signing Out Equipment certifies that they have returned the asset and followed the policy surrounding the asset, initials and signs
- Individual Releasing Equipment, Equipment Coordinator and OSU Marion SFO reviews and signs
- Equipment Coordinator notes change in asset in OSU’s online Asset Management System

Guiding Documents:

Asset Management Policy (4.21)