

Asset Acquisition and Deployment Guidelines

This document outlines the procedures and responsibilities relating to the acquisition and deployment of assets within the organization. The goal is to ensure transparency, accountability, and consistency throughout the asset management process.

1. Purpose

To establish standardized guidelines for acquiring, recording, and deploying assets to safeguard organizational resources and optimize their utilization.

2. Scope

These guidelines apply to all departments and employees involved in requesting, approving, receiving, deploying, and disposing of organizational assets.

3. Definitions

- **Asset:** Any tangible or intangible item purchased or owned by the organization.
- **Acquisition:** The process of obtaining assets by purchase, lease, or donation.
- **Deployment:** Assigning or distributing assets for intended operational use.

4. Asset Acquisition

1. **Request:** Submit a formal asset acquisition request through the appropriate channels.
2. **Review & Approval:** The relevant authority reviews the request and approves or rejects it based on necessity, budget, and compliance.
3. **Procurement:** Upon approval, the Procurement Team sources the asset following organizational procurement policies.
4. **Receiving:** Assets are verified upon delivery and recorded in the Asset Register.

5. Asset Deployment

1. Assign assets to designated users or departments based on operational needs.
2. Ensure each deployment is logged, including asset details, user, date, and condition.
3. Provide necessary training or instructions for asset use.

6. Asset Tracking & Maintenance

- Assets must be periodically inventoried and their status updated in the Asset Register.
- Report any damage, loss, or malfunction promptly to the designated authority.
- Arrange regular maintenance for assets as applicable.

7. Responsibilities

- **Employees:** Use assets responsibly and report issues promptly.
- **Department Heads:** Approve requests, oversee allocation, and monitor asset use.
- **Procurement Team:** Manage acquisition, documentation, and initial recording of assets.

8. Asset Disposal

- Obsolete or damaged assets should be evaluated for disposal in accordance with organizational policy.

- All disposals must be documented and approved by the relevant authority.

Important Notes

- Ensure all asset transactions are properly documented and approved.
- Follow up-to-date procurement and disposal policies to avoid compliance issues.
- Maintain accurate asset registers to facilitate tracking and audits.
- Employees are accountable for company assets assigned to them.
- Regular reviews of this guideline are recommended to reflect changing organizational needs.