

## **Asset Management - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 The purpose of this policy is to establish guidelines for the acquisition, use, maintenance, and disposal of owned or managed assets by AUIB efficiently, effectively, and in compliance with applicable laws and regulations, thereby ensuring the protection and maximization of the University's investments in assets.

### **2.0 Scope**

- 2.1 The policy applies to all assets owned, leased, or otherwise managed by the university, including but not limited to real estate, buildings, equipment, vehicles, intellectual property, and financial assets.

### **3.0 Definitions**

- 3.1 Asset - tangible and intangible items of value owned, leased, or otherwise managed by AUIB.
- 3.2 Asset acquisition - the process of acquiring assets through purchase, lease, donation, or other means.
- 3.3 Asset disposal - the process of disposing of assets that are no longer needed or have reached the end of their lifecycle.
- 3.4 Asset management - the systematic process of developing, operating, maintaining, and disposing of assets cost-effectively throughout their lifecycle.
- 3.5 Asset utilization - the efficient and effective use of assets in support of operations.
- 3.6 Asset register - a record containing details about each asset, such as its description, location, date of acquisition, cost, and depreciation.
- 3.7 Asset renewal - the process of refurbishing, upgrading, or replacing assets to maintain their performance, functionality, and relevance.
- 3.8 Asset surplus - assets that are no longer needed for operational purposes but may still have value and potential for reuse or resale.

### **4.0 Policy**

- 4.1 This policy is based on the principles of transparency, accountability, stewardship, sustainability, and cost-effectiveness.
- 4.2 Asset management practices shall comply with applicable laws, regulations, and ethical standards and align with the university's strategic goals and objectives.

- 4.3 The university should promote sustainable asset management practices, including energy efficiency, environmental responsibility, and consideration of social and community impacts.
- 4.4 The Financial Administration Department (FAD) will establish processes and criteria for maintaining an accurate and complete inventory of all university asset acquisitions and disposals.
- 4.5 The university will strive to maximize utilization and cost effectiveness in the allocation of assets, considering availability, location, condition, value, and other relevant factors.
- 4.6 All departments must adhere to asset management best practices, including accurate record keeping, periodic physical asset verification, and responsible disposal of assets.
- 4.7 The university will identify and assess risks associated with asset management, including physical risk, financial risk, and operational risk.
- 4.8 The university shall establish processes ensuring compliance with applicable laws and regulations.
- 4.9 Surplus assets will be managed transparently and responsibly, including exploring options for reuse, recycling, or resale.

## **5.0 Procedures**

- 5.1 The Vice President of Administration and Finance (VPAF) is responsible for overall financial management, including implementation and oversight of this policy.
- 5.2 The Director of Assets Management or designated representative(s) has the authority to execute this procedure and ensure compliance.
- 5.3 The Financial Administration Department (FAD) provides clear guidelines and procedures for departments and units in allocating assets based on operational needs, priorities, and availability, establishing a fair and transparent requesting, evaluating, and approval process.
- 5.4 All newly acquired assets must be recorded in the Asset Register, which is maintained by the FAD.
  - 5.4.1 Comprehensive asset records will include asset descriptions, specifications, acquisition details, maintenance history, warranties, and disposal information.
  - 5.4.2 Asset records must be readily accessible to authorized personnel and auditors.
- 5.5 Each department is responsible for the proper use, maintenance, and safeguarding of assets under its control.
- 5.6 Assets no longer needed, obsolete, or beyond repair should be flagged for disposal and approved by the head of department.

- 5.6.1 Submission of asset allocation requests to the FAD will initiate the process of removal, disposal, and update of the Asset Register.
- 5.6.2 Any financial transactions part of the disposal will need to be documented and communicated.
- 5.7 The FAD will conduct periodic physical audits of assets to ensure the accuracy of the Asset Register and determine the need for asset renewal based on performance, age, technological advancements, and strategic priorities.
  - 5.7.1 Asset evaluation will include renewal options, refurbishment, upgrade, or replacement, considering cost-effectiveness, life cycle, and alignment with university goals.
  - 5.7.2 FAD will develop a renewal plan including budgeting, procurement, and project management, implementing the plan with minimal disruptions to operations and proper disposal of replaced assets.
- 5.8 Asset management reports will be generated and reviewed periodically by the FAD to monitor the status, condition, and lifespan of assets.
  - 5.8.1 Reports will be distributed to relevant stakeholders, including asset managers, department heads, senior management, and the university's Board of Trustees.
  - 5.8.2 Periodic review and revision of asset management procedures will be conducted to ensure effectiveness and alignment with the university's policy.
- 5.9 FAD will develop a maintenance plan based on asset types, criticality, and the manufacturer's recommendations.
  - 5.9.1 Routine inspections, preventative maintenance, and repairs will be scheduled, keeping detailed records including dates, activities performed, and associated costs.
  - 5.9.2 FAD will implement a system for reporting and addressing asset defects and malfunctions promptly.
- 5.10 FAD will implement risk mitigation measures to minimize the impact of identified risks.

#### **Related Policies and Documents**

Data Management Policy  
Disposal of Assets Policy  
Financial Policies and Procedures Manual  
Procurement Policy  
Risk Management Policy