Purpose

The Purchasing & Receiving job aid is intended to help "Unit Purchasers," or individuals tasked with purchasing Designated Non-Capital Assets (DNCAs), understand their role, responsibilities, and the various methods by which they may purchase and receive DNCAs.

Questions about the role, responsibilities, or procedures of "Unit Purchasers" should be directed to dncacompliance@umd.edu.

Designated Non-Capital Assets Overview

Designated Non-Capital Assets (DNCAs) are defined as devices that store and process data with a purchase price under $5,000. DNCAs are at a **higher** risk for theft, and therefore detailed guidelines are established for loss prevention and data security. Purchases of any DNCA must follow these guidelines, even if the acquisition cost is minimal.

DNCAs are defined as:
- Desktop computers
- Laptop computers
- Tablets
- Cell phones
- Servers

All DNCAs should be securely stored at all times. This includes physical security of the device as well as the security of the data. All UMD-owned devices should be password protected and utilize full disk encryption. Full disk encryption is currently mandatory for units designated Sensitive for Cybersecurity, it will become mandatory for all units on August 15, 2023.

Roles and Responsibilities

In order to comply with USM policy VIII-1.10 and the USM IT Security Standards, each campus unit is responsible for maintaining appropriate documentation and records about DNCAs. Records include documentation of purchase, receipt, and asset information as outlined below in this document. In addition, procurement policies requiring segregation of duties apply to DNCAs. **The same person cannot be both a Unit Purchaser and an Asset Specialist. These roles must be fulfilled by at least two (2) different people.**

Further explanation of roles and responsibilities related to DNCAs are below.

Role	Responsibilities
Unit	College, Division who is responsible for the DNCA.
Unit Purchasers	The individual(s) buying the DNCA. ***The Unit Purchaser(s) cannot be the same person (people) as the Asset Specialist.**

Asset Specialist (Inventory Coordinator)	Individual who is creating and maintaining inventory records. ***The Asset Specialist cannot be the same person as the Unit Purchaser(s).**
Responsible Person (Asset Owner, Custodian)	Person who is responsible for the DNCA or the person that the DNCA is assigned to.
Asset Receiver	Individual who receives the DNCA.

What the Unit Purchaser(s) <u>does</u> pertaining to DNCA Purchasing & Receiving:
- Follow appropriate purchasing policies and procedures
- Create DNCA purchase orders within appropriate purchase methods (discussed in a later section)
- Define receiving (shipping) locations for DNCA purchases
- Define responsible party for receiving DNCAs
- Maintain appropriate documentation regarding DNCA purchases
- Facilitate appropriate approvals for DNCA purchases

What the Unit Purchaser(s) <u>may do</u> pertaining to DNCA inventory management:
- Receive DNCAs
- Be responsible person of purchased DNCAs

*What the Unit Purchaser(s) **cannot do**:*
Procurement policies requiring segregation of duties apply to DNCAs. The same person cannot be both a Unit Purchaser and an Asset Specialist. These roles must be fulfilled by at least two different people within the unit.

- Unit Purchasers **cannot** perform the following activities (including the duties of the Asset Specialist):
    - Authorize their own purchase
    - Create DNCA inventory records
    - Maintain DNCA inventory records
    - Distribute DNCAs
    - Track DNCA distribution and use
    - Administer DNCAs, including imaging
    - Perform annual inventories
    - Tag DNCAs
    - Retire DNCAs

Methods of Purchasing and Receiving

All UMD procurement policies must be followed when purchasing any DNCA, and the sensitive nature of DNCAs require additional steps to ensure these assets are secure.

All purchases need approval, receipt verification, and asset tagging (to be performed by the Asset/Inventory Coordinator).

There are three preferred methods of DNCA procurement.

PREFERRED - Shell Shop

This is the eProcurement platform for the University of Maryland. It is important to use the correct object codes (see below) for these purchases. Approval is handled within the Shell Shop workflow. However, you must enter the receipt date once the DNCAs are received and upload the packing slip or other verification of receipt to the KFS purchase record.

Purchasing Steps:

1. Individuals seeking to make departmental purchase logs into Shell Shop and "shops" by selecting items from the catalog and adding them to the cart.
2. Once items are added to the cart, the individual must transfer the cart to a requester if they do not already have requestor-level permissions.
   a. A requestor is a special type of access/permission level within Shell Shop.
3. The requestor then fills out additional information before the request is sent for approval
   a. Please note that information filled out by the requestor is non-editable once it has been approved. This includes object codes. For more information about object codes, please see the table below.
4. Request goes through necessary approvals dependent on order characteristics (e.g., price, shipping location).
5. PO is created for the order and the vendor fulfills the order.
6. Retain and scan the packing slip. Keep the scanned packing slip with an electronic copy of the PO. In KFS, upload the packing slip to the PO as an attachment and record the date the DNCA was received.

PREFERRED - Delegated Purchase Order (PO)

A Delegated Purchase Order (PO) can be created in KFS to purchase DNCAs. It is important to use the correct Object Codes (below) for these purchases. Purchases require a fiscal officer's approval for payment, which is set by the department when initiating the requisition. You must

enter the receipt date once the DNCAs are received and upload the packing slip or other verification of receipt to the KFS purchase record.

PREFERRED - Terrapin Tech Store

This campus store sells many Dell computer models. Ordering through Terrapin Tech also allows flexibility in purchasing as DNCAs can be shipped directly to units on campus or to Terrapin Tech. Approval and receipt verification of DNCAs are handled within the Terrapin Tech workflow and do not require further action from the buyer. Terrapin Tech Store webpage: https://techstore.umd.edu.

Fill Out Terrapin Tech Quote Request Form Online	Verify Assets To Be Purchased With Terrapin Tech	Asset Is Delivered To On-Campus Location Or To Terrapin Tech Store For Pick-Up	Assets Received And Enrolled Into Apple School Manager (If Requested)

Purchasing Steps:

1. Unit Purchaser (or delegated individual) seeking to make departmental purchases fills out the Quote Request Form on the Terrapin Tech website.
   a. Terrapin Tech will solicit a quote and provide the quote to the Unit Purchaser (the requestor).
2. Unit Purchaser verifies price, quantity, and items with Terrapin Tech and signs off on the purchase. Unit Purchaser will provide Terrapin Tech with the shipping (receiving) address.
   a. Terrapin Tech will process the purchase, and funds will be transferred from the designated (during step 1) KFS account to Terrapin Tech.
3. Quote Request Form is routed within ServiceNow to the department's designated KFS owner for approval.
   a. At this time, other approvals that are necessary for the order will also occur (e.g., purchases over $50,000).
4. The DNCA is shipped to an on-campus location designated by Unit Purchaser or to the Terrapin Tech store.
   a. If shipped to the Terrapin Tech store, the Unit Purchaser will receive an email notification that the DNCAs are ready to be picked up.
   b. If shipped to the Terrapin Tech store, upon pickup the individual must provide Terrapin Tech with their University ID card and either the quote request number or work order number.

In rare cases, employees may also purchase DNCAs with P-card, though there are strict rules and procedures governing P-card DNCA purchases, outlined below.

Not Preferred - P-Card

*DNCAs are **NOT** to be purchased using a P-card.* In rare cases where this is the only purchase option available, the DNCAs must be reallocated to the correct object code. The packing slip must be maintained in the monthly log. The monthly log (form, receipts, statement, signed by the cardholder and approver) and statement will be reviewed in the Purchasing Card Management System (PCMS) for re-allocation. Additionally, the buyer is responsible for recording the date of receipt of the DNCA and all other documentation of the DNCA purchase.

Object Codes for DNCAs (all items must have a purchase price of less than $5,000)

DNCA	Object Code
Laptops/desktops	4360
Cell phones	3285
Tablets	3956
Servers	4362

Exceptions

Any requests for exceptions to this policy should be sent to dncacompliance@umd.edu.

Violation of Policy/Procedures

Any violations of any UMD policy are subject to disciplinary actions up to and including termination. The university may seek restitution. Criminal charges will be enforced as applicable.

Questions

Contact dncacompliance@umd.edu with questions.