



Designated Non-Capital Asset Guidance
DNCA Purchasing & Receiving Job Aid
April 2024

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 ServiceNow.

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 all units as of August 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 separation 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.



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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) does pertaining to DNCA Purchasing & Receiving:

Note: Using the university systems as designed facilitates these processes and documentation.

- 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 DNCA's
- Maintain appropriate documentation regarding DNCA purchases
 - Examples (not all will apply):
 - Request to purchase
 - Receipt or packing slip
 - Correspondence about shipping issues or returns
- Facilitate appropriate approvals for DNCA purchases

What the Unit Purchaser(s) may do pertaining to DNCA inventory management:

- Receive DNCA's
- Be responsible person of purchased DNCA's

What the Unit Purchaser(s) cannot do:

Procurement policies requiring separation of duties apply to DNCA's. 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 DNCA's
 - Track DNCA distribution and use
 - Buyers are added in the "Owned by" Field through the Shell Shop-ServiceNow integration. This is not considered tracking.
 - Administer DNCA's, including imaging



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- 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. Purchases with Dell and CDW through Shell Shop integrate with ServiceNow for inventory management. Buyer’s receive an email when the order is fulfilled.



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PREFERRED - Delegated Purchase Order (PO)

A Delegated Purchase Order (PO) can be created in KFS to purchase DNCA's. 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 DNCA's are received and upload the packing slip or other verification of receipt to the KFS purchase record.

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

Not Preferred - P-Card

*DNCA's are **NOT** to be purchased using a P-card.* In rare cases where this is the only purchase option available, the DNCA's must be reallocated to the correct object code. Record on the pcard log why the pcard was used (e.g., item not available in shell shop).

The packing slip must be maintained in the monthly log as evidence item was received. 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 DNCA's (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 requested using the [DNCA Exception Report Form](#).



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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

Use [ServiceNow](#).