



Sasria SOC
Limited

Procedures

Subject:

IT Fixed Asset Procedure

Impacted System:

Microsoft D365: F&O
Asset Tagging System
Service Management
System

Function Supported

- Fixed Asset Management
- Facilities management
- Network infrastructure support and implementation (server, backbone & firewall)
- AD Domain administration
- SLA management
- Backup management
- Disaster recovery
- Storage area network maintenance and administration

Effective date:

Immediately
after signing
off

Reference number:

Scope:

The procedure deals
with the management
of fixed assets for the
entire lifecycle

Responsible source:

- Business Change Technology Division
- Finance Division
- People Management (including Facilities Department)

Revised date:

01 August 2022

Authorised by (Job title):

Chief
Information
Officer

Financial
Director

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1. Procedure Driver

Fixed Asset Management process **PURPOSE**

Sasria has identified the need to ensure that a formal Asset Management procedure is followed within the business for the fixed assets. For that purpose, procedures have been put in place that support the procurement, management, reconciliation, and disposal of assets.

The purpose of this procedure is to standardise the asset management process, define roles and responsibilities and ensure there are proper controls for the disposal of fixed assets and explains the interaction between the finance department and employee or receiving party.

2. Scope & Audience

Scope:

The scope for this procedure will include the following:

Asset Management Objectives

- Asset Acquisition and Classification
- Asset Management and Maintenance
- Asset Disposal and write-offs
- Asset Movement/Transfer
- Asset reconciliation/reporting
- Roles and Responsibilities
- RACI Matrix

Audience:

This procedure applies to all Sasria employees (including contractors).

3. Abbreviation/Definitions

Abbreviation	Definition
BCT	Business Change & Technology
CIA	Confidentiality, Integrity and Availability
FRX	Fixed Asset Reconciliation Procedure
ID	Identity
IT	Information Technology
RACI	Responsibilities (R), Accountability (A), Consultation (C), Informed (I)
PR	Purchasing Requisition

PO	Purchasing Order
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4. Document approval

Name	Designation	Signature
Sam Nkosi	Chief Information Officer	
Bajabulile Mthiyane	Chief Financial Officer	

5. Asset Management Objectives

Asset management objectives are relating activities identified as key to manage IT asset and the asset system across the organisation. The following are the objectives of asset management:

- To provide real time and accurate view on all fixed assets.
- To create an asset repository that is up to date with accurate information for decision making purposes.
- To ensure compliance with regulations and policies.
- To control assets under contracts ensuring the organization does not use IT assets more than what Sasria is licensed for or pay for IT Assets which are no longer in use; and
- To retire assets securely and effectively and to ensure adherence to environmental regulations and data security policies and improve asset reuse.

6. Assets Acquisition and Classification

- BCT and Facilities is responsible for procuring fixed assets on behalf of the organization. Procurement process will be adhered to when procuring all related tangible and intangible assets.
- A business unit in need of an asset will log a service request through Service Management system which will be allocated to the relevant department based on the Asset required.
- The Division responsible (BCT or Facilities) to procure assets will facilitate the Purchase Requisition (PR) and ensure they adhere to Procurement process through Request for Quotation (RFQ) or Request for Proposal (RFP)

- Once the PR is approved, a Purchase order (PO) will be raised and forwarded to the supplier for the order.
- The relevant division will follow up on the order until it is received and sign off on the delivery form/any means the supplier provided and ensure that asset is placed in a secured storage.
- BCT or Facilities will send the details of assets received to Risk Division for Insurance purposes and before asset allocation to the employees.
- Confirmation via email will be received from the risk department confirming that the asset is insured before it can be taken off the premises or allocated to the user.
- Allocation will be done based on service requests logged by business or based on Asset replacement schedule shared by Finance.
- The relevant Division will capture the invoice from the supplier against the PO with all relevant asset information in the Finance system which will include the following:
 - Asset description
 - Asset Value
 - Asset user allocated (where relevant) ○ Asset serial number
 - Asset tag ID (Tag id manually allocated)
 - Date of purchase
 - Model details/ Asset type
- The information captured as per the above, will form part of the asset register
- BCT or Facilities will update the asset register in the system with all the above details (based on available fields) and any additional details in support of what has been captured will be saved in Sasnet.
- All mobile devices need to be under 3 years warranty.
- Asset will be given to the user and an asset inventory form (see Annexure A) is to be completed and signed by the user acknowledging the receipt of the asset and saved on Sasnet.
- Once the asset is allocated to a user, the Asset register will be updated with the user's details.
- Any asset allocated to any Division will be updated in the Asset register and the Division will be responsible for that asset for example chairs.
- Assets returned to the Infrastructure & Operations department are acknowledged on the Asset inventory return form (see Annexure B) and signed off and checked that all equipment has been returned and in good working order.
- The asset register will be updated accordingly, and the asset (returned/not allocated/New) will be stored in the IT storeroom. Any facilities related asset will be stored by facility team in the relevant storeroom.

Asset inventory reports are generated from the Finance (ERP) system /based on spreadsheet maintenance **and checked quarterly** to confirm all new assets are included. Reports for assets will be saved in Sasnet.

7. Hardware Asset Management

The Infrastructure & Operations department keeps track of IT hardware assets to maximise the IT assets to provide the best return to our stakeholders. Asset management consists of the following:

- Keep IT assets register based on the type/category for all assets including the location.
- BCT will assist the Finance Division to ensure that amortization and depreciation is accurate.
- Ensure that a record is kept once assets are sold or scrapped and removed from the asset register.
- A record of the date purchased to monitor warranties and replace equipment once the warranty period has expired.

8. Software Asset Management

Software assets and licensing through system portal are managed to ensure that the correct available licenses are assigned to users and to monitor license consumption. The software asset is used to manage licenses and to assess licensing requirements.

BCT Infrastructure team will perform the following to support Asset management process:

- Procuring of all IT related Software Licenses as per the Sasria SOC Ltd procurement policy.
- Receiving of Software licenses from all vendors contracted.
- Capturing of details of licences on the Software asset register in Sasnet.
- Verification of procured licences by logging on to Microsoft volume licensing website and other relevant supplier websites to confirm the licences.
- Checking and confirming that the licenses has been assigned to Sasria as per the agreement
- Saving copies of all license agreements on Sasnet for record purposes.
- Regularly (on contract renewals) conduct audit compared to license consumption report to ensure license compliance

9. Asset Disposal and write-offs

- Assets will be deemed for disposal if it is out of life (according to the depreciation calculation done by Finance Division). The disposal will be based

on assets which are broken, stolen, damaged or redundant after it has been assessed by the repairer.

- Asset disposal value will be informed by the balance of the asset in the finance system. If the asset value is zero (0) that asset will be disposed at R1 value to complete the transaction.
- Assets will be disposed of by selling to employees of the business or donation to selected charities, the disposal supplier will only be allowed to destruct assets that have been identified, as beyond repairs or redundant and approved by Senior Management for Infrastructure, IT Governance, Risk and Security and Chief Information Officer (CIO).
- Asset destruction value will be determined by the disposal supplier for assets and the supplier will issue destruction certificate for disposed assets.
- BCT, Facilities and Finance Management will decide whether to sell or to donate depending on the number of assets or asset value.
- The Finance Director will review the depreciation of asset calculation and FRX report (Fixed Asset Reconciliation Procedure) and authorise or reject the disposal request and communicate that to the BCT and Facilities department.
- The asset will be offered for sale to the employees of Sasria by sending out an email to all staff members.
- If the offer is accepted, the BCT or facilities department will generate an invoice/any form of documents to facilitate the transaction through Finance Division's guidance for the item sold.
- If the sales offer is rejected the asset will be donated to a charity or extend the invite to assets disposal supplier to make a purchase offer
- The charities will be selected from the list of charities supported as part of the CSI program of the business.
- BCT will then update the fixed asset register with the disposal value.
- Assets that reached their life cycle; preference or purchase offer will be given to the end user of the asset to make a purchase, Tablets (iPad) value R500, laptops R1000, docking stations R200 and monitor R400, VAT included.
- Buy back of assets offer within the warranty will only be exceptional for executive members or exceptional approvals by Chief information officer and Infrastructure Senior Manager. This will be dependable on the asset availability
- Cell phones buy back will be calculated as purchased value minus the remaining months (within a life cycle of 24 months), this will be approved by Senior Manager Applications and Infrastructure/Chief Information officer

9.1 Loss of Asset

- In the event of the asset being lost (including work sim cards), stolen, broken and/or decommissioned, the asset will be marked as such on the register.

- The user takes the responsibility of reporting a stolen, lost and/or broken asset to BCT and the Risk Management team. The reporting to risk management must be done through the loss notification system on Sasnet.
- BCT Management (CIO, Senior Manager Security and Senior Manager Applications and Infrastructure) will make decisions on how to handle negligence cases reported more than once. Decisions will be recorded through Asset management and Finance will be notified on decision taken.

10. Asset Movement/Transfer

Asset transfer is a movement of an asset from one division or building to another using Asset transfer form (see Annexure C) which has been approved by the relevant line manager or any Senior Manager. The division that is receiving the asset is responsible to update the responsible Division about the asset received e.g., Facilities/BCT which will enable them to update the Finance system.

When transferring an asset, the following are the necessary steps to be followed:

- I. Complete the Asset transfer form
- II. Obtain approval from the line manager to transfer assets from one division to the other or between buildings.
- III. Process asset transfer in the finance system for location update purposes.

The above steps should be completed for all transfers of IT assets, regardless of whether the transferring and receiving divisions operate within the same business.

11. Asset Reconciliation

- BCT, Facilities and Finance will take full responsibility to ensure that all assets are reconciling based on the asset register/asset management system.
- New asset, disposal of asset and asset transfer should be recorded in the Asset register/ finance system to ensure reconciliation.
- The following measure will be used to ensure asset reconciliation process takes place:
 - a) Asset management report produced by ERP system and signed off by relevant senior managers
 - b) Asset register reconciliated on a quarterly basis and signed off by relevant senior manager in Finance, People Management (for Facilities) and BCT.

12. Roles and Responsibilities (RACI)

- **Facilities Department:** Manages the valuation and sales process of assets for disposal. Updates Asset disposal register and share it with Finance and BCT for recording purposes.

- **Finance Bookkeeper:** Processes transactions once invoices are received for payment processes and runs the monthly depreciation transaction
- **Finance Manager:** Approval of assets for disposal
- **BCT - IT Assets Administrator:** Procure, distribute, and update Assets Management register and capture asset information in the ERP system
- **BCT (Infrastructure & Operations):** Manage software assets and support asset administration process

12.1 RACI Matrix

The following table illustrates the responsibilities of each stakeholder in this part of the engagements.

R (Responsible), A(Accountable), I (informed), C (Consulted)

Responsibilities	BCT	Finance	Facilities	Risk	Other business Division
Acquisitions	A/R	R	R	R	R
Movement/ Transfer	A	R	R	R	R
Payment	R	A	I	I	I
Reconciliation	R	A	R	n/a	n/a
Depreciation	I	A/R	I	n/a	n/a
Disposal	A/R	R	R	I	I

13. MONITORING, EVALUATION AND REVIEW.

- This procedure will be reviewed on an annual basis or when there are significant changes to the drivers or other documents associated with this procedure
- Asset management Reconciliation will be conducted every quarter
- Asset count will be conducted every half yearly to ensure assets is accounted for.

14. Related policies, procedures, and other documents

- Fixed Asset Reconciliation Quarterly Process
- Procurement Policy
- IT and CSI Policy
- Relevant Legislation

15. Non-compliance

- Non-compliance could result in disciplinary action

Return of Assets to BCT

Assets returned to BCT due to resignation, damage or any other reason will follow the following process:

- User returns(s) to asset administrator
- Asset administrator updates the asset register
- Asset administrator logs a call for Active directory information to be updated by active directory administrator.
- Asset administrator to arrange asset(s) to be wiped within 7 days
- Asset can be re-allocated or disposed