



# **IT Asset Management Policy Template**



## 1. Introduction

### Purpose:

This policy defines the guidelines for managing IT assets to ensure they are used effectively, maintained properly, and accounted for accurately.

## 2. Scope

This policy applies to all employees, contractors, vendors, and agents who use, manage, or maintain IT assets within the organization.

## 3. Policy

### 3.1 Asset Acquisition

- Approval Process: All IT asset acquisitions must be approved by \_\_\_\_\_ [Manager/Senior Management].
- Vendor Selection: Assets should be purchased from approved vendors.
- Budgeting: All acquisitions must align with the approved budget.

### 3.2 Asset Inventory

- Tracking System: All IT assets must be logged in the inventory management system.
- Asset Tagging: Each asset should be tagged with a unique identifier.
- Inventory Updates: Inventory records must be updated within \_\_\_\_\_ [specify time, e.g., 48 hours] of any changes.

### 3.3 Asset Usage

- Authorization: Only authorized personnel can use IT assets.
- Usage Guidelines: Employees must follow the organization's acceptable use policy.
- Security Measures: Assets must be protected with appropriate security measures, including encryption and password protection.

### 3.4 Asset Maintenance

- Maintenance Schedule: Regular maintenance should be scheduled for all IT assets.
- Repairs: All repairs must be documented and performed by authorized personnel.
- Software Updates: Software and firmware must be kept up-to-date.

### 3.5 Asset Disposal

- Disposal Process: Decommissioned assets must be disposed of according to the organization's disposal policy.
- Data Erasure: All data must be securely erased before disposal.
- Environmental Compliance: Disposal must comply with environmental regulations.

### 3.6 Responsibilities

- IT Department: Responsible for asset management processes and inventory maintenance.
- Asset Owners: Responsible for the proper use and security of assigned assets.
- Employees: Responsible for adhering to the IT asset management policy.

## 4. Compliance and Monitoring

- **Audits:**  
Regular audits must be conducted to ensure compliance with this policy.
- **Monitoring:**  
Asset usage and inventory should be continuously monitored for discrepancies.

## 5. Training and Awareness

- **Training:**  
Regular training sessions on asset management procedures.
- **Awareness:**  
Employees should be regularly reminded of their responsibilities regarding IT assets.

## 6. Policy Review

This policy should be reviewed and updated annually or as needed to reflect changes in technology or business practices.

## 7. Approval and Implementation

This policy must be approved by [Senior Management/IT Director] and will be implemented by the IT department.

## 8. Contact Information

For questions or more information about this policy, please contact:

- IT Department Contact: \_\_\_\_\_ [Name, Email, Phone]
- Asset Management Officer: \_\_\_\_\_ [Name, Email, Phone]

## Customization

This template should be customized to fit the specific needs and requirements of each organization. Adjust the processes, timelines, and responsibilities based on your organization's needs.

\_\_\_\_\_ [Organization Name]

Effective Date: \_\_\_\_\_ [Insert Date]

Review Date: \_\_\_\_\_ [Insert Date]