***IT Inventory Reporting to OMES***September 23, 2015

Reporting of physical inventory by institutions that fall under the Oklahoma State Regents for Higher Education is required by §74-110.1. This stipulates that the Director of the Office of Management and Enterprise Services has the authority to promulgate rules related to the specifics of this reporting.

* Historically institutions were required to inventory and report anything with a cost of $500 or greater
* As of January 28, 2014 the reporting amount was raised to $2,500
  + Reporting thresholds can be increased or decreased by the Division of Capital Assets Management on an agency by agency basis (OAC 580:70-1-3). Some institutions have gotten threshold increases, including OU and OSU ($5,000).
* ***This threshold does not apply to “telecommunications and electronic information technology applications” that are outlined in Title 62, Section 34.12, Subsection 6***.   
    
  *There it is stipulated that a directory must kept for items with a value over $500 or more that include: application systems, systems software, hardware, internal and external information technology, communication or telecommunication equipment owned, leased or rented for use in communication services for state government, including communication services provided as part of any other total system to be used by the state or any of its agencies.*

State higher education institutions are required to report the IT inventory to the CIO at [cioreports@omes.ok.gov](mailto:cioreports@omes.ok.gov) in a pre-defined format each year by August 15th.

* The details of this specified in AOC 260:110-3-1. Outstanding item – information requested regarding this administrative code from the State Inventory Officer
* An institutional example from OSU:  
    
  *The OSU system reports at a capitalization threshold of $5,000 per unit with a life in excess of one year.  Our threshold was granted by special request to the Department of Central Services in FY02.  For the IT reporting threshold of $500 or greater that is now required by OMES, we pull all IT related assets from our Fixed Asset Inventory.  We combine this report with reports we extract from our accounts payable system that identify IT related purchases between $500 and $5000.  Those items are added to the excel spreadsheet we create under the IT tab for reporting purposes.  The Non IT assets are pulled from our Fixed Assets Inventory.  We create our excel spreadsheet to match the format OMES requests.  Our reports simply drop into that format and we then forward electronically to OMES.  It is then submitted by the deadline required by OMES.*  
    
  Outstanding item – waiting on word back from OSU as to whether IT is involved in compiling the inventory or whether it’s handled solely by the property control group