**Fixed Asset Briefing Session minutes**

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| **DATE:** | Thursday, June 30th, 2016 |
| **TIME:** | 11:00 AM |
| **LOCATION:** | Council Room |

**Call to Order**

**Meeting to Discuss:**

* Fixed Asset Briefing session on recent changes and activities.

**Held By:**

* Niall Cremin & Sharon Coffey

**Attendees:**

* Please see attached sign in sheet

**Issues/Suggestions arising**

* Enquiry in relation to whether the description of the assets on Agresso can be edited to allow for an easier understanding of what that asset is.
* In relation to postgrads laptops, can they take a laptop that is old if purchased with a grant? All asset purchase CIT property. A disposal form needs to be filled out if department agrees to leave the student hold onto laptop.
* In relation to Postgrads laptops. All laptops asset tagged If CIT purchases.
* Student Prizes, e.g. IPads should not be classed as an asset.
* When a computer is disposed of all sensitive data is to be wiped including any software purchased by CIT.
* In Relation to Boilers etc. the formulating of a plan to tag them.
* Should certain items be book tagged? Book tagging policy being reviewed.
* It was made clear that where an asset is in use but the book value is zero, it still needs to be live on the register.
* It was decided upon that different components that work simultaneously and cannot work without each other, should these be given different Asset ID’s if moveable.
* Equipment on loan forms are only required for equipment with an asset id.
* Only printers over the value of €1000 are being tagged.

**Unfinished Business**

Anyone that does not have Web Agresso access and who would like to avail of training please contact Sharon Coffey Ext 5145, located on the first floor of the Admin Building.