

PS-08-002 Accountability of Assets  
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**PURPOSE**

Asset inventory is required by State asset management procedures, and is the method by which the State maintains accountability of the physical computing devices and software purchased with public funds.

**POLICY**

Each state entity shall maintain perpetual and up-to-date accountability of all hardware and software (including licenses) acquired with public funds. In the case of shared resource situations among two or more entities within Georgia state government, the hosting agency shall be responsible for this accountability. All assets shall be recorded in compliance with all applicable state or agency asset management policies and the Official Code of Georgia Annotated section 50-16-160 et seq.

Asset management shall include procedures for accountability throughout the asset's lifecycle from acquisition to decommission, transfer of ownership, surplus, and/or equipment refresh/upgrades.

**REFERENCES**

O.C.G.A. §§ 50-16-160 "Central Inventory of Personal Property"