

	Georgia Technology Authority	
Title:	Accountability of Assets	
PSG Number:	PS-08-002	
Effective Date:	03/20/2008	Review Date: 08/30/2024
Synopsis:	Establishes accountability for all hardware and software acquired using public funds	

PURPOSE

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

SCOPE and AUTHORITY

O.C.G.A 50-25-4(a)(8) – *State Government, Georgia Technology, General Powers*
O.C.G.A 50-25-4(a)(9) - *State Government, Georgia Technology, General Powers*
O.C.G.A 50-25-4(a)(20) - *State Government, Georgia Technology, General Powers*
O.C.G.A 50-25-4(a)(27) - *State Government, Georgia Technology, General Powers*
O.C.G.A 50-25-4(a)(28) - *State Government, Georgia Technology, General Powers*
PM-04-001 – *Information Technology Policies, Standards and Guidelines*
PS-08-005 – *Enterprise Information Security Policy*

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”