

### **WGTC 3.13**

#### **Equipment Inventory and Controlling Property**

The College shall maintain accurate inventory records on the statewide computer system for all property items costing \$1,000 or more and having a life expectancy of at least three years, with the exception of computer software. Computer software shall be inventoried by the College in accordance with the state guidelines issued by the Department of Audits. In addition, the College shall maintain appropriate licensing records for all computer software.

The College shall develop a system that records all state property issued to any employee and ensures the return of such property when the employment relationship ends. State property includes but is not limited to keys, credit cards, telephone cards, uniforms, computers and other electronic equipment. When such property is issued, the employee shall acknowledge that he or she has been advised that failure to return the equipment upon request or upon separation from employment will authorize the employer to withhold any monies due the employee until such property is returned or otherwise accounted for by the employee.

Inventory of equipment is to be completed annually prior to March 31 of the fiscal year.

Surplus property shall be disposed of by a third party in accordance with state law O.C.G.A. §50-5-140 et seq

Reference: State Board Policy 3.3.5.  
<https://tcsg.atlassian.net/wiki/spaces/policymanual/overview>

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