



**Department of Human Services  
Online Directives Information System**

**Index: POL1460  
Revised: 03/05/2021  
Next Review: 03/05/2023**

**SUBJECT: DHS Personal Property Management**

**POLICY:**

The policy of the Department of Human Services (DHS) is to manage its acquisition, use and disposition of personal property for the purpose of compliance. This includes adherence to applicable State and Federal directives to demonstrate responsible stewardship of our resources.

**A. Authority**

[O.C.G.A. § 8-5-1 et seq.](#) [O.C.G.A. § Title 44](#)  
[O.C.G.A. § Title 45-10 Code of Ethics and Conflicts of Interest](#) [O.C.G.A. § 49-2-1 et seq.](#)  
[O.C.G.A. § 50-16-160 et seq.](#)

**B. References**

State Accounting Office [Accounting Policy Manual; Reporting Structure and Chart of Accounts](#)  
Department of Administrative Services [Georgia Surplus Property Manual](#) USAID  
Operational Policy (ADS) [Glossary](#)  
Executive Office of the President of the United States - Office of Management and Budget [OMB Circulars A-102](#) and [A-133](#)  
Code of Federal Regulations [2 CFR §200.313](#)

**C. Applicability**

This policy is applicable to all divisions and offices of DHS.

**D. Definitions**

1. Personal Property - Personalty or personal estate; all owned property which is movable, has inherent value or is representative of value, and is not realty or real estate.

**E. Responsibilities**

1. The Office of Facilities and Support Services (OFSS) Director is responsible for oversight of POL1460.
2. The OFSS Asset Manager issues and updates procedures to implement this policy.
3. The OFSS Asset Manager administers established agency personal property

procedures and updates the DHS Personal Property Management Procedure (PRO1460) as needed.

4. Each Division and Office Director is responsible for designating at least one Property Coordinator from their state and field offices to manage their unit's personal property lifecycle from acquisition to disposal.

#### **F. History**

Replaces POL1460 (01/27/05).

#### **G. Evaluation**

The OFSS Asset Manager evaluates this policy by:

1. Completing an annual asset verification to both confirm accuracy of and reconcile variances in the Asset Module of the TeamWorks Financials System.
2. Passing any audit(s) with no findings.