

## Section 3 – Property Management User Guide

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### **PROPERTY MANAGEMENT USER GUIDE**

The Property Management User Guide provides guidelines for implementing the Property Management Reporting and Accountability Policy. Unless required by policy, agencies may follow the guidance below for the management and control of capital assets, sensitive items, consumable inventory, supplies, employee-owned property in the workplace, and non-state property in the workplace.

This user guide is formatted by sections as agencies may assign different individuals to perform these duties.