

CHAPTER 6. INVENTORY OF OIS EQUIPMENT AND APPLICATIONS

- 6-1. EQUIPMENT AND SOFTWARE. IPS is responsible for maintaining an inventory of OIS equipment and software for the purpose of tracking the delivery, warranty coverage, maintenance, and contract billing of equipment and software. The Office of Administrative and Management Services is responsible for tracking personal property, including OIS equipment, in the Department through the Personal Property Management System (PPMS) (see Handbook 2235.07 "Personal Property Management Inventory Control and Accountability System"). Users will be requested to provide input to IPS on an as-needed basis. IPS will supply this information to OAMS on a semi-annual basis. On an annual basis, IPS will provide HUD managers with an inventory report that identifies all hardware and software licensed for use on each device so that they may effectively fulfill their responsibilities for preventing copyright violations and for verifying and updating the inventory.
- 6-2. APPLICATIONS. IPS will maintain a catalog of microcomputer applications that are appropriate for sharing among HUD users. The IPS Director will solicit updates from users on a regular basis. The catalog of microcomputer applications will be published at least twice a year and distributed to those microcomputer users charged with custody of equipment. Extra copies can be obtained from OISS. To minimize the potential for duplication of effort, users are required to report to OISS all applications developed for microcomputers that have the potential for being shared.