3.1.1 Acquisition from Purchase

Policy Statement
The University of Georgia is required by the Board of Regents of the University System of Georgia and state and federal regulations to inventory and track vehicles. Vehicles are acquired from a variety of sources.

Reason for policy
Track vehicles owned by or in the possession of UGA and to comply with state and federal guidelines.

Procedures
Vehicles acquired through the University Procurement Office (see Procurement policy 4.5) are routinely reported to Property Control as part of the payment procedure and do not require any additional reporting by the custodian of the equipment for purposes of establishing the inventory records. If Property Control personnel has not tagged the newly acquired vehicle within a reasonable time period, the custodian should contact the Property Control office with the purchase order number to verify payment has been made and the correct object code was assigned to the purchase.

Additional contacts
Property Control Office, 706-542-4390, property@uga.edu

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Associate Vice President & Controller
Policy Owner: UGA Property Control
Policy Contact: Craig Mathews
Phone Number: 706-542-4390

Related information
Purchasing and Payment Processing - Section 4.5 Vehicles
Acquisition from Purchase - Section 15.2.1
Vehicle Insurance | Acquisition from donation

Policy Dates
Effective Date:
Date Last Updated: 04/25/2016
Date of Last Review:
Date of Approval:
Previous Version of Policy: