## 3.1.3 Acquisitions from transfers from external entities

### 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
Transferred items might originate from other USG institutions or institutions from other states, etc. The department receiving the vehicle must report to Property Control the information necessary to inventory the vehicle. Information would include, but not be limited to, manufacturer, model number, original acquisition cost or fair market value, VIN number, departmental account number, acquisition date, vehicle location (building name/number), individual in possession of the vehicle(s), and ownership data (is the item titled to a grant or other entity or is title being transferred to UGA?).

### 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
Acquisitions from Transfers - [Section 15.2.3](#)

[Acquisition from donation](#) | [Other sources of acquisition](#)

### Policy Dates
**Effective Date:**

Date Last Updated: 04/25/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: