### 14.3.1 Construction of Equipment

#### Policy Statement
Component parts or modules with an individual cost of less than $3,000 should be inventoried when they are acquired to build a piece of equipment which is expected to have an aggregate cost of $3,000 or more. If the total constructed cost of the asset is $500.00 or more and the constructed item is a controlled item as listed in 15.1.3 it too should be reported to Property Control for the purpose of being inventoried. Items with a cost exceeding $3,000 may be combined with other items to form a system when determined to be an integral/internal part of the system being constructed. Multiple items already tagged can be combined to make one inventoried asset when the multiple items are installed into one item (Example: multiple inventoried hard drives installed into one server).

#### Reason for policy
This policy shows how to track property owned by or in the possession of UGA and to comply with state and federal guidelines.

#### 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

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

Date Last Updated: 04/25/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: