3.3.3 Destroyed

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 moveable assets. Assets are acquired from a variety of sources and must be used for institutional purposes and they must be disposed of in accordance to state guidelines. There are several options for disposing of state vehicles.

Reason for policy
Ensure all UGA assets are disposed of properly.

Procedures
Vehicles will be removed from inventory as ‘destroyed’ when declared ‘totaled’ and payment for the vehicle is received from an outside insurance agency, and that agency takes possession of the vehicle. When a state vehicle is declared ‘totaled’ and fault lies with a UGA employee/department the vehicle will be sold and the inventory record will be deleted from the custodial departments listing.

Forms/Instructions
All Property Control Forms can be found at the following site:

http://www.busfin.uga.edu/forms/

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

Responsibilities
Responsibility University Senior Administrator: Vice President for Finance & Administration
Responsibility 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: