### 14.5.2 Normal Use of State Assets

**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.

Assets funded by the State of Georgia and items donated to the State of Georgia are to be used for institutional purposes only, not personal use. Items funded by external entities are to be used according to the specifications in the grant or award.

**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 for use of property.

**Forms/Instructions**
All Property Control Forms can be found at the following site: [http://www.busfin.uga.edu/forms/](http://www.busfin.uga.edu/forms/)

**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

**Record Retention**
For all assets all documentation should be retained for 5 years after disposition of equipment. [0472-01-005]

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

Date Last Updated: 05/27/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: