14.5.3 Off Campus Use of 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.

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.

Procedures
To request authorization to use state owned equipment at a non-UGA location (a location not owned, leased, rented, etc. by UGA) please complete the form Authorization for Use of University of Georgia Property at Non-UGA Locations. The form requires the approval of the appropriate Department Head or Director and Dean or Vice President. Only active/current employees of UGA may request off campus authorization for state owned equipment. Emeriti and Adjunct faculty may obtain authorization to use state owned equipment at non-UGA locations. The following documents must accompany the off campus authorization form:

I. (a) For Emeriti faculty - The letter from the University President or the Board of Regents conferring Emeritus status on the faculty member requesting off campus use. (b) For Adjunct faculty - A copy of his/her completed personnel report.

II. A letter from the faculty member's department head requesting the off campus use and stating the reason for this request (the letter must detail the work/project the individual is currently performing for UGA, how this project continues to benefit UGA, the end date of the project and why the equipment needs to be used off campus rather than on campus to complete the project.)

III. The standard form that is required for currently employed individuals is also required from Emeriti faculty. On the form where position short title and number is requested, the department should type "see attached documents". Renewal would be required on an annual basis until the project end date is reached.

It will be the department's responsibility to inform the users that the items are the property of the state and must be returned to the department when they are no longer needed, become obsolete, are no longer functional or when the employee/Emiriti faculty is no longer working for or with the University. The items should not be disposed of by the employee or Emeriti faculty in any manner. State owned property, whether inventoried or not, cannot be 'gifted' as compensation for work performed nor can it be used as a 'retirement' gift.

Using UGA equipment off campus requires extra insurance coverage (transient/all-risk coverage) which will be charged to your department once per year, generally in the spring. For questions about the rates please call UGA Administrative Services Division at 706-425-3250.

Note: An electronic process for requesting and receiving permission to use UGA equipment off campus is currently being tested. When this system has been fully tested and is ready for campus all departments will be notified.

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

Additional contacts
Policy definitions

**Emeritus Faculty**
The University of Georgia may confer, at its discretion, the title of 'emeritus' on any retired and tenured professor, associate professor, or assistant professor, or Board approved non tenure track faculty of equivalent rank, who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System. Also, the University of Georgia may confer, at its discretion, the title of 'emeritus' on any Board approved, retired administrative officer, who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System.

**Position Short Title and Number**
The position short title and number is assigned to budget and pay all active employees. This is required on the off campus authorization form to validate active status for the employee requesting off campus use.

**Adjunct Faculty**
Please see this [definition](#) on the Office of the Vice President for Academic Affairs and Provost web site.

**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]

**FAQs**

- **How do I obtain permission to take a laptop computer or other equipment to an off campus location?**
  Submit an off campus authorization form to the Property Control Office.
  This form is available on the Web at [www.busfin.uga.edu/forms/property_use.pdf](http://www.busfin.uga.edu/forms/property_use.pdf).
  When the electronic process of checking out property has been fully tested and is ready for campus use all departments will be notified.

- **What is the “position short title and number” and how to I find that information?**
  The position short title and number is the official name and its corresponding number of the position held by the person desiring to use the equipment off campus. The information is available from the person in charge of the payroll for the department. Inclusion of this request on the off campus authorization form assigns permission to use UGA equipment off campus to current employees of the University of Georgia.

- **Who is responsible for obtaining the signatures requested at the bottom of the off campus authorization form?**
  The department is responsible for obtaining the signatures requested at the bottom of the form.

  These signatures are those of:
  1. Department Head or Director
  2. Dean or Vice President

  The Property Control Office is not responsible for obtaining signatures.
Do I have to fill out a new off campus authorization form each year?
No. About midway of the month preceding the month in which your off campus item expires, you will be sent an “Expiration Report,” sometimes referred to as a “renewal form.” All of the information about the inventory item is on this computer-generated form. You will need to indicate whether or not to extend the authorization for up to one more year, and you will need to obtain the required signatures once again.

Policy Dates
Effective Date:
Date Last Updated: 05/27/2016
Date of Last Review:
Date of Approval:
Previous Version of Policy: