3.1.4 Other sources of acquisition

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
Other sources might include federal or state surplus acquisition, loan of vehicle to UGA, etc. In each of these cases the custodial department is required to report to Property Control the same information listed in 3.3.3 in order to inventory the vehicle(s). Acquisitions from other UGA Departments require the completion of the Notice of Change in Departmental Equipment Form. Acquisitions from the UGA Surplus Unit will be reported to Property Control by the Surplus Unit.

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
Other Sources of Acquisition - Section 15.2.4

Policy Dates
Effective Date:

Date Last Updated: 04/25/2016
Date of Last Review:
Date of Approval:
Previous Version of Policy: