# 14.4.5 Recycling

## 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. The Department of Administrative Services defines surplus property as "any item that is non-consumable and non-expendable that is no longer needed". These items may or may not be inventoried by the University of Georgia. There are several options for disposing of state property.

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

## Procedures
UGA makes every effort possible to recycle rather than send items to the landfill. Items received in the surplus warehouse that are not re-used by other UGA departments, not sold, and not transferred or donated to approved charitable organizations can be recycled. DOAS maintains a contract for this purpose and UGA must use the approved vendor.

## 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](mailto: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:**