# 3.3.2 Theft/Stolen Vehicles

## 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
Stolen vehicles must be reported to the appropriate police agency. If the item was stolen on campus, then the UGA Police Department should be contacted. If the item was stolen off campus, then the police department for that location must be contacted. In order for vehicles to be removed from inventory as stolen, an official police report is required and the custodial department is responsible for obtaining that report and forwarding it to the Property Control Office.

## 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
**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

## FAQs
**How do I get an item that has been stolen removed from my inventory?**  
Stolen vehicles should be reported to the University Police or to the appropriate police office responsible for the area where the theft took place. Provide a copy of the police report to the Property Control Office to serve as documentation for the deletion of the item as stolen.

## Policy Dates
**Effective Date:**

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