### 3.3.4 Traded-In

**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**
Vehicles cannot be traded in for a reduced price on a new vehicle.

**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  
(destroyed | lost)

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

**Date Last Updated:** 04/25/2016  
**Date of Last Review:**

**Date of Approval:**

**Previous Version of Policy:**