14.5.4 Transfer Asset to Another Department for Use There

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 record transfers of equipment (between University departments or between buildings within a department) departments should complete the Notice of Change in Departmental Equipment and forward a copy to the Property Control office. This form can also be used even if the transfer is within the custodial department (i.e., a change of buildings or a change of rooms within the same building).

Departments should use caution when transferring equipment to other departments that may contain sensitive data. If necessary, departments should sanitize or reformat the hard drive according to procedures established by the Office of Information Security.

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

Record Retention
For all assets all documentation should be retained for 5 years after disposition of equipment. [0472-01-005]

FAQs
**How do I transfer a piece of equipment from my department to another department?**
To transfer equipment to another department, use a “transfer form,” (Notice of Change in Departmental Equipment). Under Property Control choose the form entitled “Intra University Equipment Changes.” Please supply all the information requested to facilitate a clean and full transfer of this item. Transfer forms must be issued by the department currently “owning” the equipment. It is recommended that you contact the receiving department to give notice that you are about to transfer an item of equipment inventory and to obtain the correct account number to use on the form. Incomplete forms may be returned for completion.

[Off campus use of assets] [Use and Transfer of Grant Equipment]
Policy Dates

Effective Date:

Date Last Updated: 05/27/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: