## 14.4.11 Unallowable Dispositions

### 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 is not allowed to sell directly to UGA employees nor can UGA employees donate or transfer items to other individuals/institutions/businesses/etc. without going through the UGA Property Control office. UGA employees are not allowed to dispose of (trash) UGA assets.

### 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

### Responsibilities

<table>
<thead>
<tr>
<th>Responsible University Senior Administrator:</th>
<th>Vice President for Finance &amp; Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible University Administrator:</td>
<td>Associate Vice President &amp; Controller</td>
</tr>
<tr>
<td>Policy Owner:</td>
<td>UGA Property Control</td>
</tr>
<tr>
<td>Policy Contact:</td>
<td>Craig Mathews</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>706-542-4390</td>
</tr>
</tbody>
</table>

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

### FAQs
If my department no longer needs an item, may I purchase it for personal use?
No.

If my department wishes to sell an inventory item rather than transfer it to Surplus, can we sell it and receive the funds from the sale?
All sales of University of Georgia equipment must receive prior permission from the State of Georgia Department of Administrative Services (DOAS). Contact the Property Control Officer at 706-542-6988, or the Surplus Property Manager at 706-542-6983 for details on the proper handling of each sale.

### Policy Dates
Effective Date:
Date Last Updated: 05/27/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: