# 14.2.3 Acquisition from transfer

## 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 assets. Assets are acquired from a variety of sources.

## Reason for policy
This policy is to show how to track property owned by or in the possession of UGA and to comply with state and federal guidelines.

## Procedures
Transferred items might originate from other USG institutions, institutions from other states, etc. The department receiving the items must report to Property Control the information necessary to inventory the transferred items. Information would include, but not be limited to, ownership data, manufacturer, model number, original acquisition cost or fair market value, serial number, departmental account number, acquisition date, equipment location (building name/number and room number), individual in possession of the item(s), and ownership data (is the item titled to a grant or other entity or is title being transferred to UGA?).

## 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 for Finance Division  
**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]

[Acquisition from donation] [Other sources of acquisition]

## Policy Dates
**Effective Date**: 05/27/2016  
**Date Last Updated**: 05/27/2016  
**Date of Last Review**:  
**Date of Approval**:  
**Previous Version of Policy**: 