



### 14.4.3 Georgia Public School Systems

#### 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

Georgia Public School Systems are allowed to purchase surplus from UGA as long as the school system has been approved in advance by DOAS. DOAS will set the price and the school system will pay DOAS for the surplus.

#### Forms/Instructions

All Asset Management Control Forms can be found at the following site: <http://www.busfin.uga.edu/forms/>

#### Additional contacts

Asset Management Office, 706-542-4390, [property@uga.edu](mailto:property@uga.edu)

#### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** [Associate Vice President for Finance Division](#)

**Policy Owner:** [Asset Management](#)

**Policy Contact:** [Craig Mathews](#)

**Phone Number:** 706-542-4390

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#### Policy Dates

Effective Date:

Date Last Updated: 04/25/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: