



14.5.1 Loan of Assets

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

The loan of assets to University of Georgia departments must follow the guidelines set by the Board of Regents and also the Georgia Department of Administrative Services (DOAS). These items must be inventoried, tracked, and in most cases, insured by UGA while in the possession of the University. Please follow the guidelines established in Policy 15.2.4 to report these assets to Asset Management.

Forms/Instructions

All Asset Management 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

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

Record Retention

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

[< Asset Use](#) | [Off campus use of assets](#) >

Policy Dates

Effective Date:

Date Last Updated: 05/27/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: