



### 3.1.4 Other sources of acquisition

#### 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 vehicles. Vehicles are acquired from a variety of sources.

#### Reason for policy

Track vehicles owned by or in the possession of UGA and to comply with state and federal guidelines.

#### Procedures

Other sources might include federal or state surplus acquisition, loan of vehicle to UGA, etc. In each of these cases the custodial department is required to report to Asset Management the same information listed in 3.3.3 in order to inventory the vehicle(s). Acquisitions from other UGA Departments require the completion of the [Notice of Change in Departmental Equipment Form](#). Acquisitions from the UGA Surplus Unit will be reported to Asset Management by the Surplus Unit.

#### Additional contacts

Asset Management, 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

#### Related information

Other Sources of Acquisition - [Section 15.2.4](#)

[◀ Acquisitions from transfers from external entities](#) | [Affixing vehicle decals to acquisitions](#) ▶

#### Policy Dates

Effective Date:

Date Last Updated: 04/25/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: