



## 14.4.5 Recycling

### 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 makes every effort possible to recycle rather than send items to the landfill. Items received in the surplus warehouse that are not re-used by other UGA departments, not sold, and not transferred or donated to approved charitable organizations can be recycled. DOAS maintains a contract for this purpose and UGA must use the approved vendor.

### Forms/Instructions

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

### 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

### Record Retention

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

[< Transferred to other state agency | Georgia Public School Systems >](#)

### Policy Dates

Effective Date:

Date Last Updated: 05/27/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: