



14.4.7 Stolen

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

Assets stolen must be reported to the appropriate police agency. If the item was stolen on campus, then the UGA Police Department should be contacted. If the item was stolen off campus, then the police department for that location must be contacted. In order for items to be removed from inventory as stolen, an official police report is required and the custodial department is responsible for obtaining that report and forwarding it to the 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, 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. [\[0472-01-005\]](#)

FAQs

How do I get an item that has been stolen removed from my inventory?

Stolen items should be reported to the University Police or to the appropriate police office responsible for the area where the theft took place. Provide a copy of the police report to Asset Management to serve as documentation for the deletion of the item as stolen.

For what reasons are inventory items deleted from my inventory?

The most common reasons for deleting items of inventory from the equipment holdings of a department are:

- I. Items are reported stolen.
- II. Items are reported lost, most commonly by way of the annual inventory, and qualify for deletion, i.e., are over five years old.

III. Items are surplus to the University of Georgia surplus warehouse or to the State Department of Administrative Services.

IV. Items are sold in lots through Surplus Property's bid process.

In instances where the barcode is reported as missing, a new number is assigned; the old inventory number is no longer used and is deleted from our database.

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Policy Dates

Effective Date:

Date Last Updated: 05/27/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: