



3.3.1 Surplus

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. There are several options for disposing of state vehicles.

Reason for policy

Ensure all UGA assets are disposed of properly.

Procedures

Vehicles which are obsolete or excess to the needs of the custodial department may be disposed of by transfer to the University's Unassigned Property Unit in Athens. If the excess vehicle is transferred to the University's Surplus Property Unit, action will be taken by Asset Management to remove it from the listing of the custodial department at the time the transfer is processed. If the excess vehicle is held at the custodial department's location, with final disposition to be made by direction of the Surplus Property Unit later, action will be taken by Asset Management to remove those items from the listing of the custodial department at the time of final disposition. It is the department's responsibility to record the UGA inventory number of items sent to surplus on the [Surplus Equipment Transfer List](#) form. Asset Management will not transfer items from the custodial department's inventory to surplus if the inventory number is not listed or is illegible on the [Surplus Equipment Transfer List](#).

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

FAQs

How do I transfer vehicles to Surplus Property?

Surplus Property, also known as the "Surplus Unit," "Unassigned Property Unit," or "Surplus" has a form used for handling the transfer of unneeded equipment. This form is located on the Administrative Forms website at www.busfin.uga.edu/forms/.

The form entitled "[Surplus Equipment Transfer List](#)" requires your signature certifying that any lab items on the form are free from radioactive, chemical and/or biological hazards.

If my department wishes to sell a vehicle rather than transfer it to Surplus, can we sell it and receive the funds from the sale?

Vehicles not needed by one department may be needed by another. Asset Management/Surplus Unit maintains a listing of departments in need of reliable used vehicles. Vehicles that are no longer needed will be offered to the departments on this listing on a first come, first served basis.

[< Vehicle Insurance](#) | [Theft/Stolen Vehicles >](#)

Policy Dates

Effective Date:

Date Last Updated: 04/25/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: