



### 3.3.4 Traded-In

#### 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 cannot be traded in for a reduced price on a new vehicle.

#### 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 the Finance Division

**Policy Owner:** Asset Management

**Policy Contact:** Craig Mathews

**Phone Number:** 706-542-4390

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#### Policy Dates

Effective Date:

Date Last Updated: 04/25/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: