



14.4.10 Transferred to Other State Agency

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

Transfers to State of Georgia agencies require the approval of the Department of Administrative Services and must be handled by the Surplus Property Coordinator. Please email your transfer request to surplus@uga.edu. There may be a cost to the receiving entity.

Transfers to other USG systems do not require the approval of the Department of Administrative Services, but must be handled by the Surplus Property Coordinator. Please email your transfer request to surplus@uga.edu.

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 the 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. [\[0472-01-005\]](#)
< [Returned to Grantor](#) | [Recycling](#) >

Policy Dates

Effective Date:

Date Last Updated: 05/27/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: