



### 3.3.7 Transfers to other State of Georgia agencies or USG institutions

#### 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

Vehicle 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](mailto:surplus@uga.edu). There may be a cost to the receiving entity. Vehicle 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](mailto: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](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

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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: