



14.5.6 Use of State Vehicles (Overnight Use and Vehicle Assignment)

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.

Reason for policy

This policy shows how to track property owned by or in the possession of UGA and to comply with state and federal guidelines for use of property.

Procedures

The Georgia Department of Administrative Services Fleet Management Office controls vehicle assignment and overnight vehicle use.

Vehicle assignment and overnight use of a state vehicle requires the completion of Motor Vehicle Assignment and Use Authorization Form. If approved, a copy of the approval must be forwarded to Asset Management for record keeping purposes.

Forms/Instructions

All Asset Management Forms can be found at the following site: <http://www.busfin.uga.edu/forms/>

The Department of Administrative Services Fleet Management Office MV1 Form can be found here:

<http://doas.ga.gov/searchcenter/Pages/results.aspx?k=doas%20mv1%20form>

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. [\[0472-01-005\]](#)
< [Use and Transfer of Grant Equipment](#) | [Normal Use of State Assets](#) >

Policy Dates

Effective Date:

Date Last Updated: 05/27/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: