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## Materials Management – Moving/Surplus Property Services

*Responsible Office: Mat Mgt – Moving/Surplus Property Services*

*Originally issued: January 1976*

*Revised: February 2008*

### Policy Statement

All units of Georgia Health Sciences University (GHSU) requiring moving and surplus property services will complete a Request for Moving Form and submit it to Moving/Surplus Property.

### Reason For Policy

This policy allows GHSU to maintain an accurate inventory of its assets.

### Entities Affected By This Policy

All GHSU units are covered by this policy.

### Who Should Read This Policy

All employees of Georgia Health Sciences University requiring moving services will follow this policy.

### Contacts

Contact	Phone	e-mail/URL
Asset Management – Moving/Surplus Property	706-721-4851HSB-300	<a href="http://www.georgiahealth.edu/supply/property/index.htm">http://www.georgiahealth.edu/supply/property/index.htm</a>
Kevin Doyle – Property Control Officer	706-721-4851	<a href="mailto:kdoyle@georgiahealth.edu">kdoyle@georgiahealth.edu</a>

### Printable Version of This Policy

[www.georgiahealth.edu/policies/documents/movingsurplusproperty.pdf](http://www.georgiahealth.edu/policies/documents/movingsurplusproperty.pdf)

### Related Documents

Request for Moving Services Form – <http://www.georgiahealth.edu/supply/property/index.htm>

### Overview

Moving/Surplus Property Services provides moving and surplus property services for all campus units. This provides an organized approach to relocate and dispose of property as appropriate. This also includes each department assigning an Assistant Property Control Officer to manage the department's assets.

### Process/Procedures

Procedure can be found on Materials Management's website, located at: <http://www.georgiahealth.edu/supply/property/index.htm>

### Responsibilities

(Party)	(Responsibility)
Asset Management – Moving/Surplus Property Services	Manage and coordinate the relocation and disposal of GHSU property.
All Georgia Health Sciences University faculty and employees.	Responsible for adhering to the Administrative Policies of GHSU.

### Forms

Request for Moving Form – <http://www.georgiahealth.edu/supply/property/MOVREQ.pdf>

Relocation Form – [www.georgiahealth.edu/facilities/planning/relocfrm.htm](http://www.georgiahealth.edu/facilities/planning/relocfrm.htm)

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