



Surplus Property Distribution and Disposal

Volume: Administration

Responsible Office: Asset Management

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Policy Statement

Units of Georgia Health Sciences University (GHSU) having property that is passed its useful life and needs to be disposed of should complete a Request for Moving Form and forward to Asset Management – Moving/Surplus Services.

Reason For Policy

This policy provides a way for GHSU departments to dispose of property no longer needed and for Asset Management – Property Control to be able to track the property as required by the State of Georgia.

Entities Affected By This Policy

All GHSU units are covered by this policy.

Who Should Read This Policy

All employees of GHSU responsible for the tracking of GHSU property should follow this policy.

Contacts

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

Printable Version of This Policy

www.georgiahealth.edu/policies/documents/surplusproperty.pdf

Definitions

Property – For the purpose of this policy, property is defined as supplies, equipment or other items purchased for institutional use.

Overview

Asset Management – Moving/Surplus Property Services and Property Control are responsible for moving, disposal and tracking of GHSU property. Therefore, when it is necessary for a department to dispose of property they must complete a Request for Moving Services Form and

forward to Moving/Surplus Property Services. Moving/Surplus Property Services picks up the property and forwards a copy of the form to Property Control where it is notated in the moveable equipment inventory that the equipment is being surplused.

Process/Procedures

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

Responsibilities

(Party)	(Responsibility)
Departments	Notification of surplus and preparation of equipment for pick up and surplus.
Moving/Surplus Property Services	Pick up and disposal of surplus equipment. Notification to Asset Management of surplus.
Asset Management	Update moveable equipment inventory to reflect changes resulting from property transfer.

Forms

Decontamination Form – <http://www.georgiahealth.edu/supply/property/DECONFIRM.pdf>

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

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