

Augusta University

Policy Library

Surplus Property Distribution and Disposal

Policy Owner: Supp Chain Initiativ

POLICY STATEMENT

Units of Augusta University 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

This policy provides a way for Augusta University 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.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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

PROCESS & PROCEDURES

Asset Management

Moving/Surplus Property Services and Property Control are responsible for moving, disposal and tracking of Augusta University 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 surplusd.

REFERENCES & SUPPORTING DOCUMENTS

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

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

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 550

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 08/02/2016

Last Review: 06/09/2017

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/09/2017