POLICY:

In accordance with 11.7.3 of the Business Procedures Manual for the Board of Regents, equipment may be transferred from one institution to another institution or from one Institution to another state agency. The procedures for accomplishing the transfer are detailed in the following sections.

PROCEDURES:

Transfer between USG Institutions

For transfer between institutions of the University System of Georgia, no approval is required from the Department of Administrative Services. Adequate documentation should be maintained by both institutions’ property control coordinators to allow tracking of the item(s) transferred.

The item(s) may be removed from the inventory, and the accounting ledger balances if appropriate, by the transferring institution, with corresponding additions being made by the receiving institution.

Transfer between a USG Institution and Another State Agency

For transfer between an institution of the University System of Georgia and another state agency, the policies of the Department of Administrative Services must be followed. For such, Savannah State University will consult the latest version of the “Surplus Property Disposal Guide” published by the Department of Administrative Services for forms and procedures.

Generally, a Transfer Form and Invoice must be completed, the institution’s property control coordinator must contact DOAS Surplus & Supply to obtain a transaction number, the transaction number must be entered on the form, and then the transfer may be
accomplished. The original copy of the Transfer Form and Invoice must be sent to the DOAS Surplus & Supply office. The institutional copy of the form with the transaction number becomes the authorization to delete the item from inventory and adjust accounting balances as required.