

I. Definitions:

A) Inventoried Equipment – Equipment referred to in this policy are items that are non-consumable and non-expendable in nature, having a life expectancy of three or more years and an acquisition cost of at least \$3,000.00 to include shipping/handling and installation. The same rules apply whether the item is purchased or donated to NGCSU. Inventoried Equipment is also known as “Assets” in this policy. Examples of these items are:

1. Motor Vehicles
2. Mechanized and non-mechanized equipment
3. Office or classroom equipment
4. Appliances
5. Firearms – Mandatory regardless of price. (Weapons are made available only to certified law enforcement agencies and will not be disposed of through public sale.)
6. Fabrication of equipment by the department or physical plant meeting criteria as regular purchases.
7. Gifts of equipment by outside agencies, companies or individuals meeting criteria for assets and receiving DOAS approval.
8. Items received from DOAS Surplus with an estimate value of \$3,000 or more.
9. Buildings and or Improvements, Land and Land Improvements, Facilities and other Improvements, Infrastructure or Construction In Progress meeting the Capital Asset Guidelines outlined b

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There are certain items that are not on the Inventory of the University but due to the possibility of misappropriation, will have a UNG sticker affixed to them. (Examples of these items are iPods, iPads, laptops, digital cameras, etc.) These items will be tracked of by each department.

III. **Use of Equipment:** Individuals rarely own the equipment they use at UNG. Usually, if the Board of Regents (BOR) does not own it, the Federal Government or some private concern or corporation does, and therefore, strict accountability is required. All equipment owned by the BOR

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Note: Damaged property/inventory must be approved by Logistical Services and DOAS prior to disposal.

IX. **Destruction of Equipment:** Items must be destroyed and witnessed by two (2) people in Logistical Services, prior to disposal of the remains.

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All-Risk coverage is provided when property is in