

**University of Georgia - College of Education**  
**COE POLICY-3 PICK UP OF SURPLUS PROPERTY**

*BACKGROUND:* Prior to the reorganization in FY 2005 each school would place a work order to Physical Plant at no charge to pick up surplus property. Recently Physical Plant started charging for this service. To minimize the number of pickups thus reducing the cost, the work order will be generated once a month through the Business Office and the expense budgeted in the Dean's Office.

*POLICY:* Beginning September 15<sup>th</sup> Departments will forward their paperwork to Ann Seagraves in the Business Office who will process one work order for the College each month according to the schedule posted on the Business Office web page.

*POLICY APPROVED:* September 12, 2005 by the Dean's Cabinet

*PROCEDURES/FORMS:* The schedule for the form deadline and pickup is posted on the Business Office web site.

[http://www.coe.uga.edu/adfaculty/business/surplus\\_property.html](http://www.coe.uga.edu/adfaculty/business/surplus_property.html)

*REFERENCES:* [http://www.busfin.uga.edu/property\\_control](http://www.busfin.uga.edu/property_control)

*LAST REVISION:* September 12, 2005