Purchasing & Equipment Inventory

Help Documents

- **Inventoried Equipment Information**
  - **Off-Campus Equipment Authorization Requests** — How to fill out the online off-campus equipment use form.
  - **Off-Campus Inventory Form Procedure** — How to fill out the paper off-campus equipment use form.
  - **Off-Campus Inventoried Equipment Policy** — The Franklin College policy for off-campus inventoried equipment.
  - **Transferring Inventoried Equipment** — How to fill out and submit the necessary paperwork when moving equipment.
- **Purchasing**
  - **Primary Computer Lifecycle Management Process** — Timeline and instructions for requesting and managing computers for faculty and staff
  - **Equipment Request and Allocation Process** — Details about requesting funding for technology hardware and software
  - **Student Technology Fee (STF) Process** — Guidelines, details, and timelines for requests for funding for technology that serves instruction and provides a direct student benefit.
  - **Computer Equipment Software or Services (CESS) Process**
  - **Wireless Communications Devices (WCD) Policy Information**

External Resources

- **UGA RUSS system**
- **UGA Property Control**
  - **UGA Property Control Forms**
- **UGA Inventoried Property Policies**

**Need additional support?**

If you have a question that has not been answered in our help documentation or FAQ pages, please click the "Submit a ticket" button to contact the Franklin OIT Help Desk and we will be happy to help!