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!