

# Augusta University

## Policy Library

### Moving-Surplus Property Services Policy

Policy Owner: Supp Chain Initiativ

#### POLICY STATEMENT

All units of Augusta University, Medical Center and AU Associates requiring moving and surplus property services will complete a Request for Moving Form and submit completed form to Enterprise Supply Chain Asset Management.

This policy allows Augusta University to maintain an accurate inventory of its assets.

#### AFFECTED STAKEHOLDERS

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### DEFINITIONS

Intentionally left blank.

#### PROCESS & PROCEDURES

Procedure can be found on Materials Management's website, located at:  
<http://www.georgiahealth.edu/supply/property/index.htmForms/>

#### REFERENCES & SUPPORTING DOCUMENTS

Request for Moving Services Form – <http://www.georgiahealth.edu/supply/property/index.htm>  
Relocation Form – [www.georgiahealth.edu/facilities/planning/relocfrm.htm](http://www.georgiahealth.edu/facilities/planning/relocfrm.htm)

#### RELATED POLICIES

Intentionally left blank.

#### APPROVED BY:

President, Augusta University and CEO, AU Health System      Date: 06/13/2017

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 547

**Policy Sponsor:** Type the title of the Executive Leader of the department.

**Originally Issued:** Not Set

**Last Revision:** 07/29/2016

**Last Review:** 06/13/2017