

## Physical Equipment Inventory Requirements and Due Dates

TO: Business Services Listserv

FROM: Penny Gheesling, Property Control Officer

RE: Physical Equipment Inventory Requirements and Due Dates

Thank you for your diligence and efforts each year to complete the equipment inventory. Institutions within the University System of Georgia are required to conduct physical equipment inventory on an annual basis. This is done to adequately track equipment, satisfy state and other reporting requirements, and update insurance coverage for equipment.

To facilitate these requirements, departments are assigned annual inventory deadlines at different dates throughout the year. Annual inventory due dates can be changed if they present challenges for your department given other workloads and deadlines. If you'd like to request a change in your annual inventory due date, please coordinate this request with the chief business officer in your school, college, or unit and contact Property Control at [property@uga.edu](mailto:property@uga.edu) or 706-542-4390.

We appreciate your coordination and completion of this work. Please feel free to contact us with any questions or let us know how we can assist you with these processes.

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