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**From:** UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of  
Holley W Schramski <hschrams@UGA.EDU>  
**Sent:** Tuesday, September 15, 2015 5:00 PM  
**To:** BUSINESS-SERV-L@LISTSERV.UGA.EDU  
**Subject:** Online Approval Solution for Off-Campus Equipment

TO: Business Services Listserv

FROM: Penny Gheesling, Property Control Officer

RE: Online Approval Solution for Off-Campus Equipment

University System of Georgia business procedure requires that equipment used off-campus be assigned to an individual, adequately controlled and available for inventory. Institutions are to utilize an equipment control checkout process that records adequate information to indicate equipment location and the individual responsible for the equipment. This information is also needed for audit and insurance purposes.

Currently 80% of UGA departments with off-campus equipment use RUSS to document this information rather than the paper approval form. RUSS is an online workflow application that supports off-campus equipment requests and approvals. If you are not currently using RUSS for these purposes, we invite you to make the switch from paper to online documentation. For more information about RUSS or to have your department set up to use RUSS, please contact the Property Control Office at [property@uga.edu](mailto:property@uga.edu) or 706-542-4390. For additional information about the UGA RUSS application, please visit <http://russhelp.uga.edu/>.

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