

3 Administrative Unit

3.1 General

The Administrative Unit is responsible for processing the checks for payments for all Right of Way activities that are inherent in not only the acquisition process, but in the services that support the Right of Way acquisition process.

3.2 Purpose

The purpose of the Administrative Unit is to provide administrative services to the State Right of Way Administrator and the various other Units of the Right of Way Office. These services include and fall under the respective sections of Accounting and Records and Filing.

3.3 Policy

It is the policy of the Administrative Unit to provide prompt and effective support services to the various other Units and Sections of the Right of Way Office; to maintain and keep records and files in accordance with established policies and procedures of the Georgia Department of Transportation; to maintain and keep accurate financial records and reports in accordance with established accounting policies and procedures; and to assist the State Right of Way Administrator in carrying out the policies and goals of the Office of Right of Way.