



THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Associate Vice Chancellor
for Campus Services

January 25, 2002

Campus Box 1000, 305 South Building
The University of North Carolina at Chapel Hill
Chapel Hill, NC 27599-1000
(919) 962-7244 FAX: (919) 962-0647

MEMORANDUM

TO: Deans, Directors, and Department Chairs

FROM: Carolyn Elfland, Associate Vice Chancellor for Campus Services
Roger Patterson, Associate Vice Chancellor for Finance

SUBJECT: Transfer of the Campus Motor Pool Operation

Effective Monday, February 4, 2002, the campus motor pool operation will transfer from the Materials Management and Distribution Division to the Facilities Services Division at 103 Airport Drive. Mileage logs for MFMD vehicles for January, which are due by February 5th, should be sent to the Attention of Ms. Debbie Anderson, Facilities Business Operations, Campus Box 1800.

To make reservations or obtain a vehicle from the Campus Motor Pool, please give Ms. Anderson a call at 962-9071 beginning on February 4, 2002. Also beginning on this date, keys and travel pouches for motor pool vehicles should be picked up in Room 102G on the first floor of the Giles F. Horney Building at 103 Airport Drive.

Since it will take several months to convert the computerized billing system from Materials Management to Facilities Services, initially, Departments will continue to receive their monthly billings through the Materials Management billing system. When the conversion is complete, billings will be made through the Facilities' monthly billing system, which requires a "Customer ID" for billing to a specific FRS account. Departments will be contacted separately to arrange for their specific billing preferences on vehicles leased through the State's Motor Fleet Management Division (MFMD).

In addition to this change, we would also like to announce that beginning February 22, the Service Station at Airport Drive will be transferring to the Grounds Services Department of Facilities Services. Billings for gasoline purchases and vehicles repairs made on and after this date will be made via the Facilities Services billing system on a monthly basis.

If you have questions, concerning these changes, please call either Ms. Debbie Anderson at 962-0764 or Ms. Kathy Pope at 962-9065.

EBP:dra