MEMORANDUM

DATE:   September 21, 2007
TO:     Deans, Directors, and Department Chairs
FROM:   Martha J. Pendergrass
         Director, Material & Disbursement Services
SUBJECT: Business Cellular (Cell) Telephones

I write to remind you of the University’s policy regarding the use of business cell telephones. The University may provide, at the discretion of a Dean, Director or Department Chair, a cell phone to an employee to fulfill his/her duties and responsibilities. A business cell phone should only be used to conduct official University business when more economical means of telephoning are not reasonably available. Personal use of University-provided cell phones is allowable only in personal emergencies and the costs resulting from the personal use must be reimbursed to the University. Calls made on a business cell phone are open to review and audit at all times.

Please ensure employees with a University provided cell phone understand this policy. If you have any questions or concerns, please contact me at mjpender@email.unc.edu or 843-5048.