



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

**DIRECTOR, MATERIAL &
DISBURSEMENT SERVICES**

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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@unc.edu or 843-5048.