



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

**DIRECTOR, MATERIAL &
DISBURSEMENT SERVICES**

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MEMORANDUM

DATE: January 27, 2007

TO: Deans, Directors, and Department Chairs

FROM: Martha J. Pendergrass *MJP*
Director, Material & Disbursement Services

SUBJECT: Record Security When Surplusing Property

I write to remind you of your fiduciary responsibility to safeguard University records when surplusing furniture, file cabinets or other similar furnishings. It is the department's responsibility to ensure all records are removed and the furnishings left unlocked before sending the items to the Surplus Property Office. The UNC Movers will not transport nor will Surplus Property accept items with locked drawers or cabinets. If keys have been lost, campus staff must request a service technician open the lock by contacting the Facilities Help Desk at 962-3456 or submit a service request at www.fac.unc.edu.

I request your assistance in ensuring that all employees involved in the process are aware of the importance of this task. If you have any questions or concerns, please contact Al Jeter at 962-2134 or al_jeter@unc.edu.