



## **PURCHASING DEPARTMENT**

### **1.1 Organization of Materials Management**

Materials Management is a Division of Business Affairs at UNC Charlotte and reports to the Associate Vice Chancellor for Finance. It is divided into three departments: the Purchasing Office, Central Receiving & Stores, and Inventory Control & Surplus Property. The Purchasing Office is located on the third floor of the Reese Building and the other two departments are located in the warehouse near the corner of Craver and Mary Alexander Roads.

Materials Management is the only agency on the UNC Charlotte campus that may authorize the acquisition of products or services to be paid from University accounts. As with all State agencies, UNC Charlotte is bound by North Carolina General Statute #143 which contains the State's procurement laws.

#### **Purchasing Department**

The Purchasing Department is responsible for making all purchase contracts for the University. The University employs six Purchasing Agents and these agents are assigned to specific departments to help with purchasing needs.

#### **Central Receiving & Stores**

Central Receiving & Stores is responsible for receiving and redirecting materials to the requesting departments, and for returning merchandise to vendors. Central Receiving & Stores also accepts packages for students living on campus because UPS and Fed Ex are not authorized to deliver to the dormitories. They maintain an inventory of the most commonly used supplies and equipment as well as paper products for purchase by campus departments.

#### **Inventory Control & Surplus Property**

Surplus Property is responsible for disposing of surplus materials in accordance with the rules and regulations of the State of North Carolina and the University. The Inventory Control portion of this department is responsible for maintaining a complete inventory of all University-owned equipment purchased at an initial cost of \$5,000.00 or more. All moves, disposals, or loss of equipment should be reported to Inventory Control so that appropriate action can be taken and records updated.