The Materials Management Department is a part of the Division of Business Affairs of the University and reports to the Associate Vice Chancellor for Finance. Offices are located in the Auxiliary Services Building.

The Materials Management Department is the only agency on the UNC Charlotte campus, which may authorize acquisition of products or services to be paid from university accounts. As with all State agencies, UNC Charlotte is bound by the contracts negotiated by the Purchase and Contract Division of the North Carolina Department of Administration. Paragraph 58 of North Carolina General Statute #143 states that if purchases are made in violation of the rules and regulations of the State and/or agency, the persons responsible may be held personally liable for any financial commitment made.

**Materials Management Office**

The Materials Management Department is responsible for making all purchase contracts for the University. The University employs several purchasing agents. These agents are assigned to specific departments to help with purchasing needs.

**Central Receiving and Stores**

Central Receiving is a service agency of the Materials Management Department responsible for receiving, checking, and redelivery large shipments of supplies and materials ordered for all University departments, schools, and agencies. Central Receiving is responsible for receiving and redirecting materials to the requesting departments, and for returning merchandise to vendors.

Central Receiving is responsible for receiving and redirecting materials to the ordering departments and returning merchandise to vendors.

In addition, Central Receiving accepts packages for students living on campus because UPS and Fed Ex are not authorized to deliver to the dormitories.
Stores is the service agency of the Materials Management Department responsible for maintaining an inventory of the most commonly used office supplies and equipment. It is located in the Warehouse on Mary Alexander Road. The Central Stores Catalog is available online. Stores also maintains an inventory of supplies and materials for the operation of the University Physical Plant.

The Materials Management Director is responsible for determining items placed on the Stores stock list. Reasons for placement include:

- Multi-departmental use of the item
- Usage rates
- Quantity discounts
- Order
- Shipping time.

The decision will reflect what is most economical for the University as a whole.

**Surplus Property Warehouse**

The Surplus Property Warehouse is a service agency of the Materials Management Department responsible for disposing surplus materials in accordance with rules and regulations of the State of North Carolina and the University. Surplus property is stored in the Warehouse on Mary Alexander Road.

**Fixed Assets**

The Fixed Assets Section of the Materials Management Department is responsible for maintaining a complete inventory of all University-owned equipment purchased at an initial cost of $500.00 or more. All moves, disposals, or loss of equipment should be reported to the Fixed Assets Section, as detailed in the University Surplus section of this manual.