

Responsibility for Supplies

Section 9:1 Revised 07/01/2001

The department head is accountable to the University Chancellor for all supplies, materials and equipment purchased in the department's or school's name regardless of the source of funds. The department head is responsible for taking adequate precautions to ensure that such materials are reasonably safe from theft, abuse and misuse.

The 1977 North Carolina Legislature announced a Bill entitled "Department heads to report possible violations of criminal statutes involving misuse of State property to State Bureau of Investigation." Responsibility was subsequently delegated to the Chancellor of each institution in The University of North Carolina System to implement the statute on the constituent campuses.

In essence, the act requires "Any person employed by the State of North Carolina, its agencies or institutions, who receives any information or evidence of an attempted arson, damage of, theft from, or theft of, or embezzlement from, or embezzlement of, or misuse of, any state-owned personal property, buildings or other real property, shall as soon as possible, but not later than three days from receipt of the information or evidence, report such information or evidence..." through the agency head to the office of the State Bureau of Investigation.

The Chancellor has further directed that the office of the Vice Chancellor for Business Affairs be the reporting/record keeping office for this institution. All members having knowledge of loss or misuse of State property must report same to the office of the University Police for appropriate investigation and reporting.

Research funds, whether Grants, Contracts, or Foundation, are made to UNC Charlotte and not to the Principal Investigator or to a particular department. Generally, these funds are expended under the auspices of a department or school. The Principal Investigator who uses the equipment is responsible to the department or school administrator who, in turn, is responsible to the Chancellor.

All equipment purchased with Grant, Contract, or Foundation monies is subject to all University and State regulations governing equipment use, management and disposal.

All equipment transferred to the University from other institutions or agencies, as may be allowed by Grant or Contract terms, is subject to all University and State regulations governing equipment use, management and disposal.

Unauthorized Removal

Except as indicated herein, University equipment may not be removed and/or disposed of without prior written approval of the University Purchasing Department. Removal of University equipment without such approval may result in the individual being prosecuted for misappropriation of State property and/or larceny.

Authorized Off-Campus Use

When it may be expedient to remove University equipment from the campus in order to do work

When it may be expedient to remove University equipment from the campus in order to do work on University business elsewhere, written permission must first be obtained from the department head and a copy filed with the Fixed Assets office. This document should include a description of the equipment, University inventory tag number, reason for use off-campus and date the item will be returned.