



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

300 SOUTH BUILDING  
CAMPUS BOX 1000  
CHAPEL HILL, NC 27599-1000

TEL: 919-962-7241  
FAX: 919-962-0647  
[www.unc.edu/financeadmin](http://www.unc.edu/financeadmin)

To: Vice Chancellors, Deans, Directors and Department Heads  
From: Dr. Richard L. Mann, Vice Chancellor for Finance and Administration  
Subject: New Cost Savings Initiatives  
Date: February 26, 2010

*RLM*

The University, in response to the Bain Study, has undertaken an aggressive review of campus purchases for cost savings opportunities. By changing our business model to strategically leverage current contracts, alliances with national consortiums, and our e-commerce (business-to-business) platform, the University can achieve substantial cost reductions.

The following three opportunities, identified by Procurement Services have been approved by Carolina Counts and the University Administration for implementation effective March 8, 2010. The budget savings from these initiatives will remain in campus departments.

General Office Supplies Policy: All general office supplies must be purchased through UNC at Chapel Hill's e-commerce platform with Staples Business Advantage. Check requests, including personal reimbursements, and P-card purchases will not be permitted for these items except in rare circumstances. Contact John Medlin at 962-3772 or [john\\_medlin@unc.edu](mailto:john_medlin@unc.edu) if an item is not available or you have a special circumstance.

General Office Supplies – Toner Cartridge Policy: All toner cartridges purchased must be remanufactured toner cartridges, instead of original equipment manufacture (OEM), if a remanufactured toner cartridge is available for the OEM. The toner cartridges must be purchased through UNC at Chapel Hill's e-commerce platform. Check requests, including personal reimbursements, and P-card purchases will not be permitted except in rare circumstances. Contact John Medlin at 962-3772 or [john\\_medlin@unc.edu](mailto:john_medlin@unc.edu) if you have a special circumstance.

Courier Service Policy: Packages sent to international locations to which FedEx can deliver and all domestic packages must be shipped through UNC at Chapel Hill's e-commerce platform with FedEx. Utilization of this platform permits access to the E&I (a national purchasing consortium) deep discount pricing. This pricing is only available to UNC at Chapel Hill by way of this platform. International packages sent to locations to which FedEx cannot deliver, must be shipped through the DHL platform. Check requests, including personal reimbursements, and P-card purchases will not be permitted except in rare circumstances. Contact Melaina Hall at 962-8727 or [melaina\\_hall@unc.edu](mailto:melaina_hall@unc.edu) if you need assistance with the E&I setup or have special circumstances.

If you have general questions or concerns, please contact Martha Pendergrass, Director of Procurement Services at 843-5048 or [mjpende@email.unc.edu](mailto:mjpende@email.unc.edu).