


OFFICE OF PURCHASING
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March 17, 2008

MEMORANDUM

TO: Property Location Supervisors

FROM: A. C. Eagan, III 
Vice Chancellor for Business and Administrative Affairs

RE: Property Location Supervisor Training Sessions

State and Federal tax dollars buy us the tools to do our jobs and it is our responsibility to assure that equipment and supplies are cared for and available when requested. In the past, a few of us have been careless stewards of the equipment under our control. There is now a strong emphasis by the state/federal auditors to account for every piece of equipment in the College's inventory.

The standards of loss that have been acceptable in the past are no longer acceptable. The College has an increased responsibility to ensure the property control and inventory process is properly followed and enforced. Gross negligence in performing property control reporting is unacceptable and may result in sanctions to possibly include a verbal or written warning, formal reprimand noted on employee's evaluation, disciplinary procedures or reimbursement to the College.

It is **imperative** that the College have a clean property control inventory report this year, and we expect your assistance in this endeavor. In order to ensure full understanding of the property control reporting procedures and their enforcement, the College is providing four (4) training sessions for all property location supervisors.

March 24, 2008 – General DeGaulle Conference Rm. 10:30AM – 12:00PM
March 25, 2008 – General DeGaulle Conference Rm. 10:30AM – 12:00PM
March 26, 2008 – General DeGaulle Conference Rm. 1:30PM – 3:00PM
March 27, 2008 – General DeGaulle Conference Rm. 1:30PM – 3:00PM

Attendance at one of the sessions will be **mandatory** for all Property Location Supervisors, and we appreciate your cooperation in this important effort.