

Memorandum

To: State Agencies

From: Bill Carlson
Surplus & Warehouse Manager

Subject: Cost Applied Transfers process change

Date: Monday, February 12, 2018

Beginning Monday March 5, 2018 there is a change to the process of cost-applied transfer. The previous method of using a letter signed by the purchasing agency, NC State Surplus, and the approval from DoA State Surplus Property will cease.

The new method of purchasing items from the NC State Surplus Store will be done using one of two payment methods:

1. P-Card (preferred method)
2. Agency Check at the time of purchase

This change streamlines the payment process and assist in eliminating billing errors. The DoA State Surplus Property Officer, Robert Riddle, has approved this change in process.

If you have any question please call (919)-515-8568

cc: Robert Riddle, NC DoA State Surplus Property Officer
Sharon Loosman, NC State University, Director of Materials Management