



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team.

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Communication

Good afternoon All!

Happy Spring Equinox - Tue, Mar 19, 2024, 10:06PM. Daylight Savings Time has already sprung forward. Hope we're all ready for some sun & fun.



Please welcome our two new student assistants. Cameron Holmes at main central receiving. Rahul Patel at surplus. Krishna Vel out at discovery park central receiving will be graduating in May and we'll be seeking a new student there in late April, if you know of anyone looking!

We've had several questions that have come up lately that we need to take a look at for clarification:

- When you turn in a Facilities Work Request to move furniture, trash, or anything other than assets to Surplus, that work request is not through Asset Management-Surplus, that would be going to Facilities-Moving & Hauling Services. Please contact Work Control with any concerns you may have with that type of request. Asset Management-Surplus cannot answer any of those concerns.
- If you have assets that need picked up to go to Surplus please complete the Surplus Request E-Form found on our Asset Management website under the UNT Surplus tab. Please keep in mind this is the only form type that Surplus will accept and are no longer accepting a PDF. If you have concerns or wish to contact Surplus for updates you can reach them through email at Surplus@unt.edu or by phone at 940-369-7199. As a reminder their doors are open from 8:00 to 12:00, Monday through Thursday. If you need access beyond those time, please email or call them to make prior arrangements.
- There has been an increase of items shipped to the receiving locations without any purchase order or p-card contact information. Please ensure contact information is on the shipping labels and packing slips for timely final delivery to your location. If we cannot determine to who or where these items go, they will be returned to the vendor or sent to surplus.
- Any vehicle (including trailers) needing title, registration, and license plates should be handled by the vendor/dealership **at the time of purchase**. Otherwise the department making the purchase will need to handle the paperwork and these tasks at the appropriate Denton county office. All completed paperwork including the title will need to be sent to Asset Management for keeping. License plates will need to go to Automotive for installation and record-keeping there.
- Inventory 2024 is just around the corner and yearly information will soon be sent out. Please let me know if you have a new designated inventory coordinator or department manager so that our records can be updated and all information can be sent accordingly.

Thanks!

Jimmy Grounds - Assistant Director

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Have a plan

With the continued growth of the University comes a growth in the amount of items purchased that come through our two Central Receiving locations; Main central receiving on campus and Discovery Park central receiving. Please keep in mind that neither location is a storage warehouse. The primary purpose of Central Receiving is to coordinate the function of receiving and delivering merchandise purchased by the University through the purchase order system, not storing purchases for future use. All items shipped to central receiving must be delivered to the indicated delivery location within 72 hours to maintain a safe and efficient flow of the receiving operations process. Please have a plan to take possession of the items you order upon receipt at central receiving from the vendor/shipper. The indicated delivery location is information that should be input during the requisition process.

The 'Ship To' location on the requisition is to where the vendor will ship the item. The 'Delivery Location' information on the requisition is to where the Central Receiving team will deliver the item to you.

Frequently Asked Questions

Please send any questions you would like addressed to
Asset.Management@unt.edu

I received a delivery confirmation from my vendor or shipper that my package has arrived, why do I not have it yet?

This could be because of missing or incomplete information on the shipping label and/or packing slip. It could also be because the package was incorrectly delivered elsewhere on campus, commonly Eagle Post.

What training opportunities are available for department asset managers / inventory coordinators?

There is an "Inventory Coordinator Training" available on Bridge. Also, there is an Inventory Coordinator Handbook available on the Asset Management website under the inventory tab. You will also find lots of other helpful information on the website. There are two UNT policies for review - 10.048 Asset Management-Property Control and 10.047 Central Receiving. As always please ask us if you need help or have questions.

Inventory 101 - Knowing what you got and where it's at.....at all times!

ASSET MANAGEMENT

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