



The Eagle Eye

A monthly email newsletter from your Asset Management team.

January 17, 2024

Issue: 46

Communication

HAPPY NEW YEAR to all! Whether you stayed up to see the New Year in or stayed up to make sure the old year leaves or like me and did not stay up at all, it's here, 2024.

We leave behind another year of good and not so good. Let's seek this year to have Courageous Integrity, to Be Curious, to show We Care, to work and live Better Together, and to Show Our Fire.

"Your beliefs become your thoughts,
Your thoughts become your words,
Your words become your actions,
Your actions become your habits,
Your habits become your values,
Your values become your destiny."
Gandhi

Can you believe this is already the 46th issue of The Eye? This has been a great success as a tool of communication from us at Asset Management for all of you. Thank you for your support.

Are you being charged too much for delivery? We can help!

When a vendor provides you with a quote, they may occasionally include unnecessary special delivery services (such as lift-gate or inside delivery). These charges can range from \$80 to \$2500, depending on the shipment. If you are unsure what services you need, contact Asset Management receiving, and we can help you determine if some of the charges can be removed.

Additionally, certain large shipments (over 10' or 2000 lbs.) will require certain services to deliver safely. If you know that the item you are ordering is oversized, we can assist in making sure the carrier ships your order in a way that will not cause additional charges or delays.

Keep in mind that that special delivery services like 'white glove' are sometimes needed and usually have an extra cost.

**Thank you,
Jimmy Grounds - Assistant Director**

Charlie and I are happy to announce that the Asset Accountant position was recently filled at the Budget Office.

You may have already worked with her, Jaime Abu-shair, will be the primary person approving requisitions for Asset Management.

Thanks Jaime!

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WHEN A STAFF MUST BE CHOSEN



FOR THE INVENTORY COUNT

Who we gonna call?

Please let us know at Asset Management if there is a change in a department's Designated Inventory Coordinator or Department Manager.

Accurate information is needed to ensure documentation like The Eagle Eye and other info is passed along to the appropriate folks.

Frequently Asked Questions

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

Can I have access to update assets in EIS?

Asset Management Self-Service Access is given only to those who have completed the Inventory Coordinator Training Program on UNT Bridge, and is reserved for those that require it such as Inventory Coordinators and their helpers.

How do I access my inventory list?

Your inventory list can be accessed by running the query "AM_INSVC_ASSETS_YRLY_INVENTORY" in the myfs.unt.edu query viewer. More detailed instructions can be found on the Asset Management website.

I found an asset without a UNT tag. What do I do?

Check your inventory list for the asset serial number. If the asset is not listed on your departmental inventory, complete the 'Found Asset Not on Inventory' form and submit it to asset.management@unt.edu.

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

ASSET MANAGEMENT

<https://assetmanagement.unt.edu/>
email - Asset.Management@unt.edu

Jimmy Grounds / assistant director
Ryan Mason / inventory specialist

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Denton, TX 76205
940-565-2391

Jack Long / lead
Nelson Orozco
Will Kapinos
Cameron Holmes - S.A.

AMPD - Receiving
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Robert Blythe
Krishna Vel - S.A.

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940-369-7199

Chad Freeman / lead
Joe Benavides
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