



The Eagle Eye

A monthly email newsletter from your Asset Management team.

February 16, 2024 | Issue: 47

Communication

Good day and happy Friday everyone. It's been great seeing more students on campus. If you don't regularly interact with them, make sure and pass along a smile and a Texas howdy!

I wanted to first let you know that people are reading the Eagle Eye, and that is exciting for us here at AMPD-Central Receiving and Surplus. Actions are being taken by 'you' that have not been done in the past. Questions are being asked by 'you' that have not come up in the past. Communication is taking place with 'all of us' that had fallen by the wayside in the past. Thank you for your involvement and we're looking forward to the future - "Better Together".

If at times you are having difficulty in locating a computer, reach out to your department's IT contact and see if they could ping the computer for you. It could save you a lot of time by telling you if the computer has been signed on to the system, when it was last signed on, who signed on with it, and even possibly a location on where the computer is. Try this in ServiceNow:

Asset Management - Assistance Locating Computer

This catalog item will create a ticket assigned to the distributed IT support group to request assistance finding an IT asset.

This catalog item will create a ticket assigned to the distributed IT support group to request assistance finding an IT asset. This information could include last sign-in time, last username to login, IP address, geolocation data, assigned building, etc. This request is only available to the Asset Management staff.

<p><small>* Department</small></p> <input style="width: 90%;" type="text"/>	<p><small>* Brief description of the asset</small></p> <input style="width: 90%;" type="text"/>
<p><small>* Serial Number/Service Tag</small></p> <input style="width: 90%;" type="text"/>	<p><small>Additional information if available</small></p> <input style="width: 90%;" type="text"/>
<p><small>* Asset Tag #</small></p> <input style="width: 90%;" type="text"/>	

Add attachments



What does a squirrel say to their Valentine?

"I'm nuts about you!"

'Lucky' and Asset Management are wishing for a new year full of love for you. Hope y'all had a Happy Valentine's Day.

Thanks!
Jimmy Grounds - Assistant Director

The Eagle Eye

page 2

Where is it?

I can't find this asset: what do I do?

If at any time throughout the year, not just at annual inventory time, you are unable to locate an asset, a Missing Property Investigation Statement should be submitted to asset.management@unt.edu as soon as possible. If there is evidence of theft, the police must be notified, a police report obtained, and a Stolen Property Report completed. All documentation should be submitted to Asset Management. Custodians found to be negligent may be held financially accountable, as per UNT Policy 10.048.

Items reported as missing to Asset Management will remain on your department's inventory for two full fiscal years after being reported. This period allows department's time to thoroughly search for the asset. At the end of the two years, if the asset has still not been located, the asset will be disposed of and removed from your inventory.

Frequently Asked Questions

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

How do I submit a surplus pickup request?

Complete the linked 'UNT Surplus Request E-Form', from our website. Forms must include tag numbers and serial numbers for all assets to be picked up. Include as much detail as possible to help the Surplus team know what equipment to bring. Pictures are always welcome. Surplus Pickup Guidelines can be found at <https://assetmanagement.unt.edu/unt-surplus>. Be sure to review these guidelines before submitting a request, as some things may have changed.

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.

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

AMPD - Receiving
(UNT main campus)
2310 N. Interstate 35E
USB 135
Denton, TX 76205
940-565-2391

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

AMPD - Receiving
(Discovery Park)
3940 N. Elm St.
H142
Denton, TX 76207
940-565-4680

Robert Blythe
Krishna Vel - S.A.

Surplus Warehouse
925 Precision Dr.
Denton, TX 76207
940-369-7199

Chad Freeman / lead
Joe Benavides
VACANT - S.A.