



# The Eagle Eye

A monthly email newsletter from your Asset Management team.

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## Communication

***Hi, and happy summer to you all!***

***I hope everyone's annual physical inventory certification is going well. If you are having troubles, have questions, or need help of any kind please let us know early.***

**You can email [Asset.Management@unt.edu](mailto:Asset.Management@unt.edu) to contact us.**

Inventory time is already half gone. We gave an extra month again this year after seeing the improvement over the last couple years. Please don't wait until the last few days to get yours submitted. Thanks for all that have already completed theirs!

We still get questions about the types of assets that we are required to inventory, so this is a repeat of the topic published in an earlier newsletter.

What is a personal property item? When we say "personal property item", we're referring to tracked assets. There are a few different types of assets that you should be familiar with-

**Capital assets:** assets with a single unit value of \$5,000 or greater and a useful life of more than one year.

**Controlled assets:** assets that do not meet the requirements to be considered capital, but that are tracked due to the nature of the item. This includes projectors, cameras, A/V equipment, televisions, DVD players, etc., with a cost of \$500 or more.

**Locally controlled assets:** assets that are controlled, regardless of the cost. This includes all laptops, desktop computers, tablets, smart phones, and firearms. These items are tracked 100% of the time.

If you're ever unsure if an item is an asset, you can reach out to us at [asset.management@unt.edu](mailto:asset.management@unt.edu) or check out our website at [AssetManagement.unt.edu](http://AssetManagement.unt.edu).

**Thanks!**  
**Jimmy Grounds - Assistant Director**



# The Eagle Eye

page 2

**REMINDER - Surplus will not accept any assets into the surplus warehouse after Monday, July 15 until the completion of the annual inventory period.**

## Can't find a computer asset?

Remember that you can submit a ServiceNow request to help locate a missing computer, it could be in another department, our IT support groups could be of valuable assistance. Go here in ServiceNow to submit: Home | Desktop Services | Asset Management - Assistance Locating Computer.

## Where do you find the most updated forms concerning asset management inventory?

Always make sure you are using the correct, most recent form when submitting to Asset Management or Surplus. Go to our website and see the list in the left column: <https://budget.unt.edu/assetmanagement/>.

## Frequently Asked Questions

Please send any questions you would like addressed to **[Asset.Management@unt.edu](mailto:Asset.Management@unt.edu)**.

*Do people have to pay for a missing/stolen asset if they are found liable?*

Yes, please complete a Missing Property Investigation Statement and if during the departments' investigation, you determine that the person(s) have been negligent and are liable, then they are responsible for the cost of replacement of the asset. Please reach out to Asset Management, there may be additional documentation needed.

*I reported this asset missing last year. Why is it still on my department's inventory?*

Assets reported as missing are required to remain on your inventory for two full fiscal years, and a missing report will need to be submitted each year until the time it is removed.

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

### ASSET MANAGEMENT

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