



The Eagle Eye

A monthly email newsletter from your Asset Management team.

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Communication

Gooday All!

TODAY WE ONLY HAVE ONE VERY IMPORTANT MATTER TO PASS ALONG.

Reminder - all Annual Physical Inventory Certifications are due by no later than Wednesday July 31. If you have not completed yours yet, you will receive our weekly friendly email reminders starting last Wednesday. Please let us know if you need assistance because this date cannot be extended.

FY24 Annual Inventory time line

- May 1 – FY 24 inventory to begin, official email with instructions have been sent out to all department Designated Inventory Coordinators.
- July 31 – Annual Physical Inventory Certification due to Asset Management.

If not received July 31, an email will be sent to the Inventory Coordinator and copy their Department Manager about overdue status.

Inform in email that Department Manager is next escalation point in 1 week. A compiled list of non-compliant inventory departments/coordinators will be sent to the AVP Budget for review.

If not received by August 7, an email will escalate to the Department Manager with notification of non-compliance, copying the Inventory Coordinator.

Inform in email that the AVP Budget is next escalation point in 1 week. A 2nd compiled list of non-compliant inventory departments/coordinators/managers will be sent to the AVP Budget for action.

If not received by August 14, escalation to the AVP Budget will take place for review with respective department VP's and the SVP Finance & Administration.

The annual physical inventory certification is required by the State of Texas FPP N.005

Do you know?

UNT & SYS have a combined total of over 35,000 assets with a gross asset value of \$1.9Billion!

Wow, that's a lot for our little department to keep up with. Couldn't do it without our great inventory coordinators around campus, thank you.

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This week will be a crazy busy week, with only two weeks for annual inventory completions, procurement deadlines, coming to the end of fiscal year and to the beginning of a new school year!

Please be mindful that Central Receiving makes deliveries during the normal business hours of 8:00 - 5:00 and with this being the busiest time of year and no control on when the shippers deliver to our dock, it might be later in the day or even next day at times before you get your items from us. We do not schedule deliveries, we make them as time allows, so if you are not available Mon-Fri from 8:00 to 5:00 please provide Central Receiving with an alternate delivery location so that we can deliver your items on our first attempt.

Frequently Asked Questions

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

How do I Desktop Receive in Jaggaer Marketplace?

There is training on the UNT System Marketplace website. Go there and click on "Training" on the left side of the page, then click on the "Training Guides" on the left side of the page, then scroll down to the "Guide to Desktop Receiver" under the **Requestor**.

Can I purchase assets on Pcard?

No, as a general rule. If so in approved 'emergency situations' only, not without a signed Pcard Exception Request from the Pcard team. This Exception Request is required before the purchase is made. If you do purchase an asset via Pcard, please have it shipped to Central Receiving and send signed Exception form and a completed Controlled Item Code form to us at assent.management@unt.edu. Assets will be held until proper documentation has been received. **Note**-getting an asset faster and cheaper from Amazon or purchasing assets after end of fiscal year deadline are not considered an 'emergency situation'

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

ASSET MANAGEMENT

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