



keeping watch on your inventory



DIVISION OF FINANCE  
& ADMINISTRATION  
Asset Management

# The Eagle Eye

A monthly email newsletter from your Asset Management team.

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Issue: 53

**Courageous Integrity - Be Curious - We Care - Better Together - Show Your Fire**

***Good afternoon Everybody!***

**Hope you all have had a great summer. Fall semester starts in less than a week and the campus is already back to life with students out and about.**

**As always, please let our team in Asset Management assist however we can in your Inventory, Receiving, and Surplus needs. We're here to support you as best as we can.**

Today as we are at the start of the new semester, I wanted to pass along some tidbits of information, that will help us to best help you:

1. If you return an asset to a vendor for warranty, wrong item, just didn't need it, or any other reason, please notify Asset Management so we can remove it from the inventory system.
2. No personal packages are to be sent to Central Receiving, this includes personal items purchased through Amazon.
3. If you make a purchase that is to be a part of another existing asset, please note that on the requisition and include the current asset tag number.
4. Please mention on a requisition if the purchase order is a payment p/o.
5. Make sure vehicles are not parked in or blocking the loading dock areas except for loading and unloading.
6. If you are trading in items on a purchase please complete and submit Trade-In Worksheet from the Asset Management website. Also create a trade-in line on the requisition with amount of trade-in allowance along with asset tag numbers if applicable.
7. If a department's designated inventory coordinator position becomes open, please notify Asset Management as soon as possible with replacement personnel.
8. Ensure that requisitions have the delivery point of contact and the correct delivery location.
9. Please make arrangements ahead of time for oversized shipments, Central Receiving has limited resources for offloading and/or moving very large items.
10. Check out our website at [AssetManagement.unt.edu](http://AssetManagement.unt.edu) for tons of valuable information, from forms to submit, surplus procedures, inventory best practices, to archived Eagle Eyes.

## **THANKS!**

Big thank you to everyone for getting the FY24 Annual Physical Inventory Certifications submitted. We finished even earlier this year with 100%.

Please remember staying on top of "knowing what you got and where it's at all times" throughout the year will make next years inventory go smoother!

***Continued Below***

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## ***Continued from Above***

11. Please have non-asset shipments direct delivered to your location.
12. Amazon purchases at Discovery Park need to be shipped to the Amazon locker there at Discovery Park.
13. Delivery location and Ship To Bldg/Rm on the requisition should match to where the final delivery point is to be.
14. Lines and quantities on requisition should match quote.
15. Surplus items removed the the Surplus warehouse are for campus re-use only.
16. Re-use items from Surplus must be picked up within 3 weeks of tagging to go back to campus. These pickups are scheduled through the Facilities work request system. Surplus personnel do not deliver items back to campus.
17. Surplus is a part of the University Budget office and Moving Services is a part of Facilities, they are not related.

***Thanks - Jimmy Grounds - Director, Asset Management***

## **Frequently Asked Questions**

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

*Can I drop off our Surplus items?*

Yes, items may be dropped off at the Surplus Warehouse Mon-Thu from 8:00-12:00. You will need to bring a printed copy of your Surplus Request E-Form. Don't forget that if needed, you can sign out the pickup truck to help facilitate self delivery; you would need to be authorized to drive UNT vehicles. Please call ahead at 940-369-7199 for availability of pickup truck or if special drop off times are needed.

*What is the address for the Surplus warehouse?*

The UNT Surplus warehouse is located next to the Library Annex at:  
925 Precision Drive  
Denton, TX 76207  
phone = 940-369-7199

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

### **ASSET MANAGEMENT**

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