



# The Eagle Eye

A monthly email newsletter from your Asset Management team.

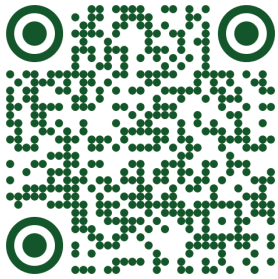
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## Courageous Integrity - Be Curious - We Care - Better Together - Show Your Fire

**Hi everybody!**

It's getting that time of year to sit around a fire, eat good food that seems to only come out in the last couple months of the year, and be thankful for quality time with friends and family. I hope you all enjoy :)



### UNT Surplus Campus Re-Use

We continue to have increased visitors out at the Surplus Warehouse. If you have not been you should come and check it out. Chad, Joe, and John are always glad to assist you however they can.

UNT Faculty/Staff can come to the Surplus warehouse to view, pick up or drop off items for UNT campus reuse M-Th 8am-noon, appointments not needed. If you are needing items (desks, chairs, filing cabinets, office supplies, shelving, decor, tables, etc...) for your office or department and would like to view what items are available, at no charge, please stop by the warehouse. The UNT Surplus address is 925 Precision Dr. Denton TX 76207.

If you need to view the re-use items outside of the listed days/times, please email us at [surplus@unt.edu](mailto:surplus@unt.edu) or give us a call at 940-369-7199.

Check out the Campus Reuse guidelines at <https://budget.unt.edu/assetmanagement/unt-surplus.html> as well as other valuable information for all your Surplus questions.

### Reminder

Please do not ship personal packages to Central Receiving, they will be returned to sender.

**Thanks!**

Jimmy Grounds - Director

I wanted to take a moment to express my thanks for the Asset Management team. This includes our inventory mastermind Ryan; our receiving and surplus top-notch leaders Jack and Chad; our second to none receiving and surplus support staff Robert, Nelson, Will and Joe; the ever valuable asset accountant Jaime; and our great AVP Walter. We are all thankful for our student assistants Vitesh, Suresh, and John. As always, a big thank you to our 210 departmental inventory coordinators.

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## Upcoming Winter Holiday Break!

As a reminder, Asset Management Processing & Distribution will be closed during the Winter Holiday break. Any shipments to central receiving during this time via FedEx/UPS/DHL/USPS/Freight will be held at their locations for redelivery to campus during the first week of January.

**Amazon will not hold packages and will be left outside at the intended address, I would recommend not ordering anything from Amazon if it cannot be delivered before we leave for the break, since it will be left outside unsecured.**

## Frequently Asked Questions

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

*Why do I get this inventory report emailed to me every month?*

This was an idea that James Armand came up with and worked with me so that we can get your inventory in your sights every month. Often times some departments wait until the last couple weeks before the annual inventory due date to even look at their inventory. This makes it difficult on everyone involved and could possibly lead to rushed completion that might contain mistakes. It will be easier for you at inventory time if you would have maintained the inventory throughout the year, in fact it is part of policy. So remember, with your asset inventory, you should always know what you got and where it is at.

As a side note, there will be an increased amount of inventory spot checks this year, please keep it updated and be ready. This year all failing grades will be reported to the department head and could be susceptible to additional spot checks.

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

### ASSET MANAGEMENT

<https://budget.unt.edu/assetmanagement>  
email - [Asset.Management@unt.edu](mailto:Asset.Management@unt.edu)

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