



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team

December 16, 2024 | Issue: 57



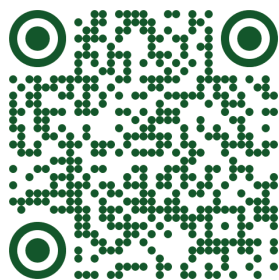
Courageous Integrity - Be Curious - We Care - Better Together - Show Your Fire

Hi everybody!

Well, Winter Break is soon upon us. Looking forward to the new year and the opportunities 2025 brings. Be safe!

Please take time to relax during the break and be thankful for family and friends and the blessings we have.

"It's not what's under the tree that matters, it's who's around it."



Did you know:
'The Grinch' is the highest-grossing Christmas film of all time. The 2018 computer-animated film brought in \$512,858,819 worldwide. The runner up? *Home Alone*, the Christmas classic from 1990.

Lesson learned:
Leave the Grinch on the big screen, bah-humbug, and don't ever forget to take our kids with us on vacation.

Speaking of vacation, one of my favs, Christmas Vacation....."Mom? This box is meowing."



Jimmy Grounds - Director

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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.

How do I access my inventory list?

Your inventory list can be accessed by running the query "AM_INSVC-ASSETS_YRLY_INVENTORY" in the myfs.unt.edu query viewer. More detailed instructions can be found on the Asset Management website. Email asset.management@unt.edu for more information.

Why does Surplus not pickup my items I submitted on a work order request?

The Surplus team picks up assets only which are submitted on their Surplus Request e-form. All other non-asset items would be picked up by the Facilities Moving & Hauling team which would be submitted on their Work Order Request form; separate departments which cannot speak on the others scheduling. You will need to work with the appropriate department. Remember that your department could also use third-party movers or bring items to the surplus warehouse directly.

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

ASSET MANAGEMENT

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