



keeping watch on your inventory



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

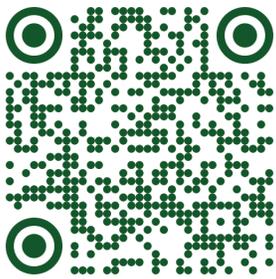
A monthly email newsletter from your Asset Management team.

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



COLD WEATHER!

Prepare for a frigid week

This year, your Asset Management team aims to prioritize and showcase our core values more prominently in everything we do. We want to ensure that these values are not only upheld but also visible and impactful in our daily actions and decisions. The goal is to make a noticeable difference by embodying and demonstrating these values consistently.

This month we'll focus on Be Curious, (Model exceptional standards and act in the best interest of our community). How will we do this?

Lead by example;

Encourage open communication;

Support continuous improvement;

Engage with the community;

Inspire others;

Stay transparent.

I ask if you get a chance this month to please email me with how, Asset Management - Central Receiving - Surplus, has or has not exhibited 'Be Curious' for you. Email to Jimmy.Grounds@unt.edu.

Thank you so much for the response from last month's 'Courageous Integrity'. As always we are here to help and support you however we can.

Thanks!

Jimmy Grounds - Director

From Phil - 2/2/2025

What a way to start a Sunday fun day. You always said you'd make it here one day. To this place, barely big enough to contain ya. To this sweet Punxsutawney, Pennsylvania, we're all here with the elements combined, where Mother Nature meets Father Time, to hear the truth-is that a gray sky? Only I now (you can't trust A.I.). It's Groundhog Day and maybe life is on a loop, but I miss my burrow, I miss my coop, so I'm headed back down! There's a shadow up here! Get ready for 6 more weeks of winter this year!

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Where is it?

I can't find this asset: what do I do?

If at any time throughout the year, not just at annual inventory time, you are unable to locate an asset, a Missing Property Investigation Statement should be submitted to asset.management@unt.edu as soon as possible. If there is evidence of theft, the police must be notified, a police report obtained, and a Stolen Property Report completed. All documentation should be submitted to Asset Management. Custodians found to be negligent may be held financially accountable, as per UNT Policy 10.048. Items reported as missing to Asset Management will remain on your department's inventory for two full fiscal years after being reported. This period allows department's time to thoroughly search for the asset. At the end of the two years, if the asset has still not been located, the asset will be disposed of and removed from your inventory.

Frequently Asked Questions

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

How do I submit a surplus pickup request?

Complete the linked 'UNT Surplus Request E-Form', from our website. Forms must include tag numbers and serial numbers for all assets to be picked up. Include as much detail as possible to help the Surplus team know what equipment to bring. Pictures are always welcome. Surplus Pickup Guidelines can be found at <https://assetmanagement.unt.edu/unt-surplus>. Be sure to review these guidelines before submitting a request, as some things may have changed.

I received a delivery confirmation from my vendor or shipper that my package has arrived, why do I not have it yet?

This could be because of missing or incomplete information on the shipping label and/or packing slip. It could also be because the package was incorrectly delivered elsewhere on campus, commonly Eagle Post.

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

ASSET MANAGEMENT

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