



keeping watch on your inventory



DIVISION OF FINANCE  
& ADMINISTRATION  
Asset Management

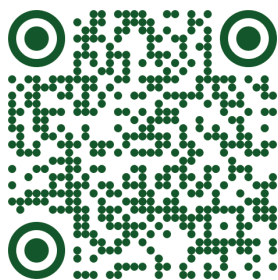
# The Eagle Eye

A monthly email newsletter from your Asset Management team.

May 15, 2025

Issue: 62

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



### Designated Inventory Coordinator training?

To gain access to the Asset Management system, you'll need to complete the Inventory Coordinator Training found here. This training does expire and is required to be completed annually.

The training is composed of three separate sections:

1. Submit the Designated Inventory Coordinator Form: **this form must be submitted via the training platform.** We cannot bypass this checkpoint.

2. Complete the training: this section takes about 40 minutes to complete and covers all aspects of the Inventory Coordinator role.

3. Request Access: Although you may already have the necessary access in EIS, the training is not complete until you click "request access".

### Communication

Good day everyone, thanks for taking a few minutes to read this issue of the Eye, where you will find helpful information concerning all things relating to Asset Management.

The annual physical inventory certification is underway and if you have not received instructions and should have, please let us know asap.

As a reminder here is the new time line for submitting your inventory records to [Asset.Management@unt.edu](mailto:Asset.Management@unt.edu).

### FY25 Annual Inventory time line

- May 1 - FY 25 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.

**Thanks!**

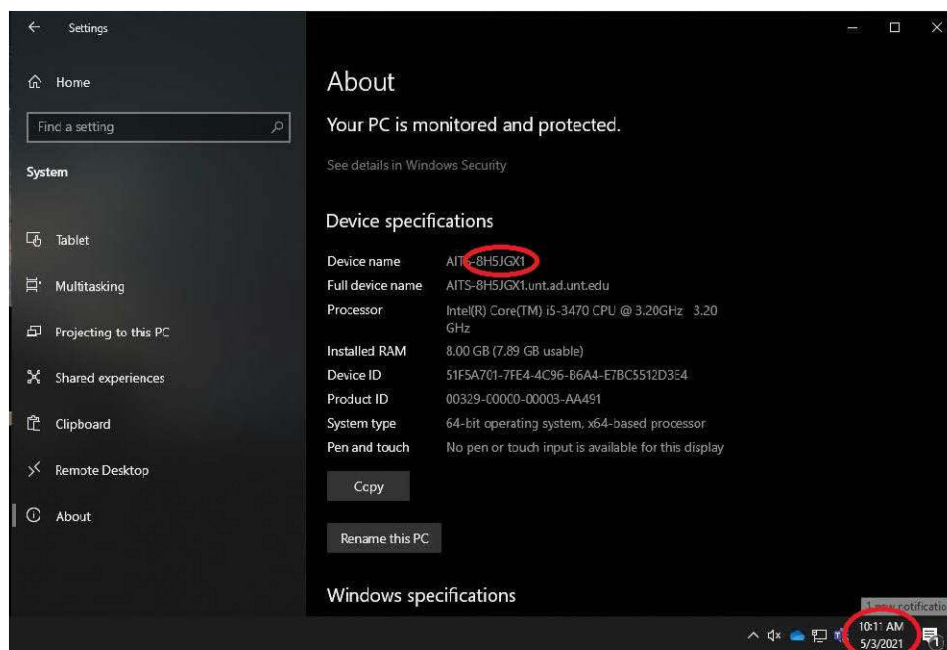
Jimmy Grounds - Director

# The Eagle Eye

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Printed newspapers and magazines.....who gets those anymore? So how can I get a dated picture of computers that are being used from home you ask? Well here you go:

Go to Start menu,  
Click on Settings,  
Go to System,  
Scroll down on left side to About and click on it,  
Take screen shot or picture for verification;  
Notice the Device name contains the serial number and you will have the date / time on the bottom right of tool-bar.



## Frequently Asked Questions

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

*What if I need to return an asset to the vendor?*

Please notify Asset Management with the tag and serial number, and the reason why it is being returned. Possibly for warranty exchange, repair, wrong item, etc.

*What are bulk changes?*

Bulk custodian and location changes can be made with certain restrictions. There must be at least 100 of the same exact change for possible qualification. Contact Asset Management if you think you can meet the requirements.

*Where do I send my Amazon purchases now that they are on PO?*

You will send them to the same place as when you purchased on PCard. You might need to contact procurement to have your building/room address or Union box number added into ePro and/or Amazon. Reminder that you should have assets shipped to Central Receiving for processing.

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

### ASSET MANAGEMENT

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