



DIVISION OF FINANCE  
& ADMINISTRATION  
Asset Management

# The Eagle Eye

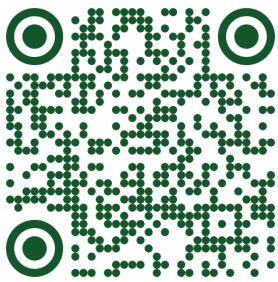
A monthly email newsletter from your Asset Management team.

July 16, 2025

Issue: 64



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



### Communication

*Gooday All!*

**TODAY WE ONLY HAVE ONE VERY IMPORTANT MATTER TO PASS ALONG.**

**Reminder - all Annual Physical Inventory Certifications are due by no later than Thursday July 31. If you have not completed yours yet, you will receive our weekly friendly email reminders that started last week. Please let us know if you need assistance because this date cannot be extended.**

### 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 success of our annual inventory is a direct result of the unwavering dedication and collaborative support provided by our outstanding department inventory coordinators across campus. Your contributions are deeply valued; thank you for your exceptional commitment.

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This week will be a crazy busy week, with only two weeks for annual inventory completions, procurement deadlines, coming to the end of fiscal year, most all freight deliveries coming to receiving due to road construction at the Union, and with the additional Amazon deliveries coming to receiving due to Amazon purchase orders.

Please be mindful that Central Receiving makes deliveries during the normal business hours of 8:30 - 4:30 and with this being the busiest time of year and no control on when the shippers deliver to our dock, it might be later in the day or even next day at times before you get your items from us. We do not schedule deliveries, we make them as time allows, so if you are not available Mon-Fri from 8:30 to 4:30 please provide Central Receiving with an alternate delivery location so that we can deliver your items on our first attempt.

## Frequently Asked Questions

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

*Does Surplus close down for inventory?*

No, they do not close down however they will no longer accept assets after July 15 due to the fact that they have to complete annual inventory there as well. Intake of assets will resume sometime after August 15. They will continue to accept any non-asset items that are brought to Surplus. Please reach out to them with any questions at [Surplus@unt.edu](mailto:Surplus@unt.edu) or 940-369-7199.

*We were donated an item we believe to be an asset, what do we do to get it added into inventory?*

Most donated items should be processed through University Advancement. They will work with Asset Management in determining if the items should be inventoried assets and provide the documentation to have them added into inventory.

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

### ASSET MANAGEMENT

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