



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

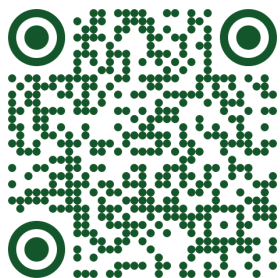
A monthly email newsletter from your Asset Management team.

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



Good morning and Happy Fall to everyone.....I think. We do still have one more week of Summer and feels like it!

Well we put our values series on pause while we went through this years inventory process, but we'll pick up where we left off in April.

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 Better Together, (By turning this value into action, we reflect our commitment to making "Better Together" more than just words-it's our daily practice!). How will we do this?

Foster respectful collaboration;
Encourage open dialogue;
Ensure accessibility;
Support cross-functional teamwork;
Identify and remove barriers.

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 'Better Together' for you. Email to Jimmy.Grounds@unt.edu.

Thank you so much for your responses and support. As always we are here to assist you however we can.

Thank you, and have a great day :)
Jimmy Grounds - Director

THANKS!

Thank you to everyone as we worked through this years FY25 Annual Physical Inventory Certification.

More about this on page 2 below.

Please remember staying on top of "knowing what you got and where it's at all times" throughout the year will make next years inventory go smoother!

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As Piglet says, this seemed to be a bigger than usual issue this year with some folks waiting until mid-July to submit hundreds of asset transfers, therefore we will most likely require a cutoff date next year for inventory transfers.

Also we did not approve final inventory certifications this year, and all years moving forward, until every In-Service asset has the State required custodian and location information entered. Please stay on top of this throughout the year. When we had COGNOS, system IT automatically sent out your inventory report every month, but now you should pull your inventory report yourself at least monthly as that is an easy way to see if you are missing custodians and/or locations.

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

Please let us know here at Asset Management if there is any way we can assist you with Inventory 101.



Frequently Asked Questions

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

Why should i keep my custodians and locations of assets updated?

It's required by the State! Also it helps when an asset is found to be missing that the custodian could assist in trying to locate it. The custodian could be accountable for replacement if found to be negligent. If an asset is suspected of theft the department must file a police report and a stolen item report to asset management within 48 hours.

What are common ways assets are stolen?

The most stolen assets are IT assets. Often times when faculty/staff leave employment with the University the 'Retirement or Separation Clearance form' is not completed which has a department sign-off that all assigned assets have been returned. Another common situation is when computer labs sign-out equipment and the student does not return the equipment. These are just a couple of more common examples of potential stolen State property.

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

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