

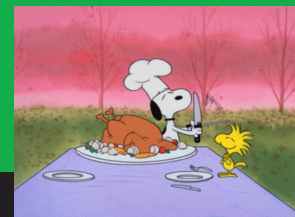


DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

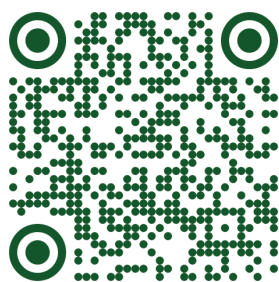
The Eagle Eye

A monthly email newsletter from your Asset Management team.

November 17, 2025 | Issue: 68



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



Hi everybody!

It's getting that time of year to sit around a fire, eat good food that seems to only come out in the last couple months of the year, and be thankful for quality time with friends and family. I hope you all enjoy :)

UNT Surplus Campus Re-Use

We continue to have increased visitors out at the Surplus Warehouse and with more visitors comes more questions. If you have not been you should come and check it out. Chad, Joe, and Caralyn are always glad to assist you however they can.

UNT Faculty/Staff can come to the Surplus warehouse to view, pick up or drop off items for UNT campus reuse M-Th 8am-noon, appointments not needed. If you are needing items (desks, chairs, filing cabinets, office supplies, shelving, decor, tables, etc...) for your office or department and would like to view what items are available, at no charge, please stop by the warehouse. The UNT Surplus address is 925 Precision Dr. Denton TX 76207.

If you need to view the re-use items outside of the listed days/times, please email us at surplus@unt.edu or give us a call at 940-369-7199.

Check out the Campus Reuse guidelines at <https://budget.unt.edu/assetmanagement/unt-surplus.html> as well as other valuable information for all your Surplus questions.

We have a new student out at the Surplus warehouse, next time you are out there say hello to Caralyn Calabrese, she is doing a great job!

As a reminder shipping personal items to Central Receiving is prohibited including all faculty, staff, and students.

Thank you!

Jimmy Grounds - Director

The Eagle Eye

page 2

Upcoming Winter Holiday Break!

As a reminder, Asset Management Receiving 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 somewhere outside unsecured.

Frequently Asked Questions

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

Why am I no longer receiving my monthly inventory report via email?

The automated monthly inventory report, a valuable tool suggested by James Armand, was discontinued with the removal of the Cognos reporting system.

However, you can easily replicate this functionality. You can now schedule the "Power BI inventory coordinator report" on-line to be delivered to your email monthly.

Maintaining your inventory throughout the year, as opposed to waiting until the last few weeks before the annual inventory is due, is part of our standard policy and makes the annual process significantly easier and less prone to errors.

Regularly monitoring your inventory ensures you consistently know what assets you have and their current locations.

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

ASSET MANAGEMENT

<https://budget.unt.edu/assetmanagement>
email - Asset.Management@unt.edu

Jimmy Grounds / director
Ryan Mason / inventory specialist
Jaime Wrobel / accounting coordinator

AMPD - Receiving
(UNT main campus)
2310 N. Interstate 35E
USB 135
Denton, TX 76205
940-565-2391

Jack Long / supv.
Nelson Orozco
Will Kapinos
Jay - S.A.

AMPD - Receiving
(Discovery Park)
3940 N. Elm
H 142
Denton, TX 76207
940-565-4680

Robert Blythe
Mahesh - S.A.

Surplus Warehouse
925 Precision Drive
Denton, TX 76207
940-369-7199

Chad Freeman / supv.
Joe Benavides
Caralyn - S.A.