



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

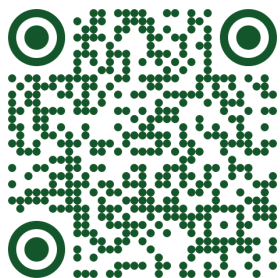
A monthly email newsletter from your Asset Management team.

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



Hi everybody!

Well, Winter Break is soon upon us. Looking forward to the new year and the opportunities 2026 brings. Be safe! Please take time to relax during the break and be thankful for family and friends and the blessings we have.

"It's not what's under the tree that matters, it's who's around it."

Sending out a big congratulations to our Receiving Supervisor Jack Long that walked the stage Friday evening with his degree in Technical Communication!

Great Job Jack!



Happy Holidays from Asset Management

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

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Upcoming Winter Holiday Break!

As a reminder, Asset Management Processing & Distribution 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 outside unsecured.

Frequently Asked Questions

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

How do I access my inventory list?

You can now get your inventory list emailed to you monthly by subscribing to it through Power BI. If you did not receive my recent email on how to do this or you can't get it to work, please let me know.

Why does Surplus not pickup my items I submitted on a work order request?

The Surplus team picks up assets only which are submitted on their Surplus Request e-form. All other non-asset items would be picked up by the Facilities Moving & Hauling team which would be submitted on their Work Order Request form; we are separate departments which cannot speak on the others scheduling. You will need to work with the appropriate department. Remember that your department could also use third-party movers or bring items to the surplus warehouse directly.

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

ASSET MANAGEMENT

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