



keeping watch on your inventory



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

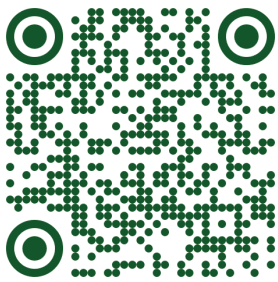
A monthly email newsletter from your Asset Management team.

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



COLD WEATHER!

I think Phil put the 6 more weeks of winter in the 6 days before he saw his shadow. Hope everyone got through the sleet, freezing rain, snow, sleet, (whatever that was), mess OK. We are ready for some warmer weather.

There has been great feedback about the RFID scanners I talked about last Eye. Sounds like some departments could not afford it but others could. Please consider loaning out your scanners to others - Better Together! Please let us know if you would like more information about your department purchasing a RFID scanner.

Several Surplus questions have come up lately. UNT Surplus Item Disposition procedure is as follows: University owned items that have reached the end of their useful life or are no longer needed are considered surplus. These surplus items are dispositioned through the Asset Management Surplus department. The Surplus department determines if these items are suitable for reuse, recycle, or resale and makes available for donation to local ISD's or non-profit 501(c)(3) organizations.

Please consider using Surplus as a first choice for items you may need to purchase. There are plenty of no-cost office supplies, furniture, decorations, and items that may surprise you. We would like to save UNT money by re-purposing things you may need - Courageous Integrity! Some items still have useful life and some are even brand new.

Thanks!

Jimmy Grounds - Director

From Phil - 2/2/2026

What a way to start a Sunday fun day. You always said you'd make it here one day. To this place, barely big enough to contain ya. To this sweet Punxsutawney, Pennsylvania, we're all here with the elements combined, where Mother Nature meets Father Time, to hear the truth-is that a gray sky? Only I now (you can't trust A.I.). It's Groundhog Day and maybe life is on a loop, but I miss my burrow, I miss my coop, so I'm headed back down! There's a shadow up here! Get ready for 6 more weeks of winter this year!

The Eagle Eye

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If at times you are having difficulty in locating a computer, reach out to your department's IT contact and see if they could ping the computer for you. It could save you a lot of time by telling you if the computer has been signed on to the system, when it was last signed on, who signed on with it, and even possibly a location on where the computer is. Try this in ServiceNow:

Asset Management - Assistance Locating Computer

This catalog item will create a ticket assigned to the distributed IT support group to request assistance finding an IT asset.

This catalog item will create a ticket assigned to the distributed IT support group to request assistance finding an IT asset. This information could include last sign-in time, last username to login, IP address, geolocation data, assigned building, etc. This request is only available to the Asset Management staff.

* Department	* Brief description of the asset
<input type="text"/>	<input type="text"/>
* Serial Number/Service Tag	Additional information if available
<input type="text"/>	<input type="text"/>
* Asset Tag #	
<input type="text"/>	

 Add attachments

Frequently Asked Questions

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

I received a delivery confirmation from my vendor or shipper that my package has arrived, why do I not have it yet?

This could be because of missing or incomplete information on the shipping label and/or packing slip. It could also be because the package was incorrectly delivered elsewhere on campus, commonly Eagle Post.

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

ASSET MANAGEMENT

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