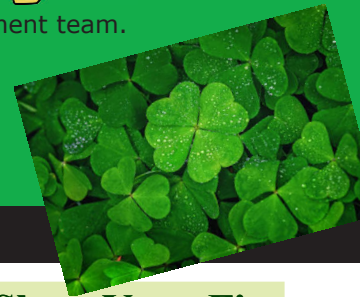




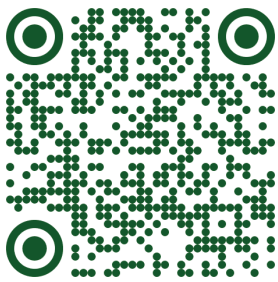
# The Eagle Eye

A monthly email newsletter from your Asset Management team.

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



*Hello All - Spring is in the air, grass is turning green, leaves are starting to show on the trees, flowers are blooming, and yes allergies! Our time has sprung forward, Spring Break has passed, today is winter, Friday is summer, so enjoy the week.....*

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

A man is frantically tearing his house apart, screaming, "I can't find my glasses! I'm going to be late for my own wedding, and I can't see a thing!"

His roommate watches him flip over the couch cushions and look inside the microwave before finally saying, "Dave, calm down. Take a deep breath and look in the mirror."

Dave rushes to the hallway mirror, stares intensely for five seconds, and sighs with relief. "Oh thank goodness! There I am!"

**INVENTORY - KEEP CALM AND COUNT ON**

I hope you read this at the bottom of every Eagle Eye and keep it in mind throughout your day. It is the very basic and one of the most important parts of keeping accurate track of your asset inventory.

"Knowing what you got", familiarize yourself with what is and isn't an asset as required by the state. You learn this as part of the annual Bridge training as an inventory coordinator or referencing the Inventory Coordinator Handbook. Also, self-checking your inventory periodically from your inventory report.

"Where it's at", we know this can be the struggle, but you must keep those inventory locations up to date as best as possible. It becomes very difficult to locate assets when they are not located where your inventory report states. If you cannot get cooperation from faculty or staff please ask for assistance from your department head or chair. Also, consider a sign-out sheet for assets that frequently come-and-go from locations.

**Thanks!**  
Jimmy Grounds - Director

# The Eagle Eye

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Perhaps you need a piece of lab equipment for a one-time use or looking for some scientific equipment that another department has sitting in the corner collecting dust that you could use and possibly be transferred. If this is you, we have a new tool that could help you see what others have. Everyone that has access to Power BI Reporting can now pull up an inventory report for any or all departments:

(INV001 - Inventory).

To not filter by a department, just don't select one on the filter page, selecting only the business unit and in-service should get you a list of all assets. Then just look through the asset descriptions to find what you are looking for. Work with the owning department to see how they can assist.

## 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.

*What training opportunities are available for department asset managers / inventory coordinators?*

There is an "Inventory Coordinator Training" available on Bridge. Also, there is an Inventory Coordinator Handbook available on the Asset Management website under the inventory tab. You will also find lots of other helpful information on the website. There are two UNT policies for review - 10.048 Asset Management-Property Control and 10.047 Central Receiving. As always please ask us if you need help or have questions. Watch on occasion we are guests at the Budget Office Open Lab!

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

### ASSET MANAGEMENT

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