



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

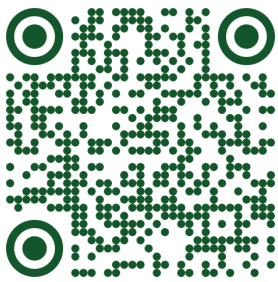
The Eagle Eye

A monthly email newsletter from your Asset Management team.

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



Hello everyone, it's that time of year, Annual Physical Inventory Certification, bet you thought I was going to say Happy Tax Day, nope Take a Wild Guess!

Hopefully you have been making preparations throughout the year and are ready.

Please visit this link to the Inventory Coordinator Handbook and review how the process works and refresh your memory over items you may have forgotten:

https://budget.unt.edu/assetmanagement/updated_inventory_coordinator_handbook_9_27_24.pdf.

As noted in the box to the left, please make sure to get [Surplus Request forms](#) submitted early and often, not waiting until the end of the allotted inventory time. Surplus Requests turned in after July 15 will not get picked up or removed from your inventory in EIS until after inventory time, so don't wait.

If the transfer of an asset has already taken place then go ahead and initiate the transfer emails. No need to wait until inventory time to complete these.

The two most important things to make taking inventory go more efficiently are:

Making sure Custodians are up to date in EIS;

Making sure Locations are up to date in EIS.

Please make sure these are all accurate before May 1.

[UPCR forms](#) need to be submitted for any asset that is permanently or routinely kept off campus, remember that the form expires after one year and needs to be resubmitted annually. This includes laptops for those assigned to work from home. **NEW this year**, the department inventory coordinator can now add the UPCR as an attachment in the "Update an Asset" tile where all other asset updates are made. In the Description box type or choose [UPCR](#) in the drop-down. Don't forget to check the "This Asset is Offsite" box if the asset is permanently Offsite. Note-there is no need to complete the location or custodian location information if it has not changed. THIS is for UPCR's only!

If you have a missing asset complete the [Missing Property Investigation Statement](#) and email to Asset.Management@unt.edu. **NEW this year**, you must first submit a ServiceNow request for missing computer assets before sending in Missing Property forms. (see details on the Missing Property Investigation Statement form)

If you have found an asset in your department that does not belong please go ahead and submit a [Found Asset form](#) now, it is more than likely missing from someone else's inventory and you might save them time that they would have spent looking for it.

All of these forms and other useful documents and information can be found on our website at Assetmanagement.unt.edu. And always feel free to email or call with any questions or concerns.

Thanks!

Jimmy Grounds - Director

Did you know.....?

You should submit Surplus Requests, along with any of the other forms mentioned here, throughout the year. There are several departments that wait until the end of inventory time then turn in "rush" Surplus Requests. Requests are usually handled on a first come first serve basis. You can still complete your annual inventory even if you have surplus items that need picked up; if you still have them then just account for them as usual.

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FY'26 INVENTORY is very near!

In the last week of April, all designated inventory coordinators and all department heads will receive an email with FY26 [Annual Physical Inventory Certification](#) in the subject line. This email will contain instructions on how to pull your inventory report and other details about this years count. If you don't get the email and should have, or you get the email and shouldn't have, please let us know so we can update our email list. Thanks ahead of time for your hard work in ensuring that your departments inventory is 100% accurate.

Frequently Asked Questions

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

When does inventory begin?

The Annual Physical Inventory process begins on May 1. Emails will be sent out to all Inventory Coordinators prior to the of inventory.

When should I work on my inventory?

While Annual Physical Inventory is usually conducted May through July, you should maintain your inventory throughout the year by updating the custodian and location as needed.

When new assets are purchased and added into inventory, be sure to update the custodian and location.

How do I access my inventory list?

Your inventory list can be found by running the EIS query "[AM_INSVC_ASSETS_YRLY_INVENTORY](#)" in the myfs.unt.edu query viewer. More detailed instructions can be found on the Asset Management website.

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

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

Will Kapinos / supv.
Nelson Orozco
VACANT
Jay - S.A.

AM - Receiving
(Discovery Park)
3940 N. Elm
H 126
Denton, TX 76207
940-565-4680

Robert Blythe
Mahesh - S.A.

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

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



Hello All, and welcome to the debut of **Squirrel Notes!** It's the official sidekick to *The Eagle Eye* for all the times my brain decides to store extra 'nuts' of info for later. Prepare for a bit of chaos and a lot of extra words.

1. So, as you read from the Eye, the UPCR form should now be uploaded as an attachment by the inventory coordinator in the Update an Asset tab in EIS. This is the usual place where all updates are made at the department level. Just click "Attachments" and add the form, in the Description box type in UPCR or choose UPCR in the drop-down choices, click OK and notice there is now an attachment loaded onto the asset. There is no need to enter any location or custodian information if there are not any changes. THIS is for UPCR's only!
2. You should have also read that there is a change in the Missing Property Investigation Statement process. Before reporting a computing asset as missing, you must first submit a ServiceNow ticket. Go to <https://ithelp.unt.edu>, click in the Search box, type Asset, and click on Asset Management – Assistance Locating Computer, complete the form and submit. Use the information that will be provided by ServiceNow to potentially help locate the missing IT asset.
3. The State of Texas determines what are assets required for inventory tracking purposes and are based off a dollar each threshold of which there are two types, Capital and Controlled.

Capital = **\$10,000** and over for AFR Category Codes 4 (Furniture and Equipment) and 5 (Vehicles, Boats, and Aircrafts). These are reported to the State annually as depreciation.

Controlled = **\$0** for all handguns, rifles, and shotguns. **\$0 - \$9,999.99** for all desktop, laptop, and tablet computers. **\$500 - \$9,999.99** for all smartphones, unmanned aerial aircraft (UAV) drones, sound systems and other audio equipment, portable/digital SLR cameras, TV's and video players/recorders, and data projectors. These are expensed at time of purchase.

4. Reminder that assets are not to be purchased on Pcards.
5. With our push since the first of the year for departments to purchase RFID scanners for their departments, we are happy that some have and should significantly decrease their costs involved with the annual physical inventory process as well as regular inventory maintenance by accurately documenting asset locations, locating missing assets, expediting the physical inventory process, and by providing more error-free information for asset management and state reporting purposes. Hopefully, we will be able to provide some testimonials from departments using the scanners after this inventory period.
6. Do not use any copies of forms you may have saved on your desktop that are on the Asset Management website. These forms may occasionally be updated, and you could be using an outdated form that will be rejected and returned.

That's all, folks – Thanks!