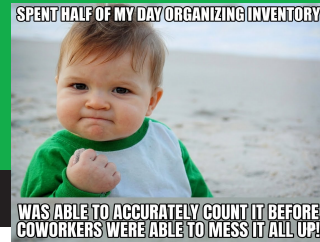




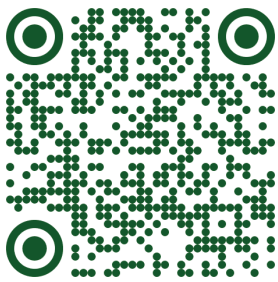
The Eagle Eye

A monthly email newsletter from your Asset Management team.

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



Communication

Hi, and happy summer to you all!

I hope everyone's annual physical inventory certification is going well. If you are having troubles, have questions, or need help of any kind please let us know early.

You can email Asset.Management@unt.edu to contact us.

Inventory time is already half gone. The extra month of inventory time continues to show improvement in on-time submittal over the last few years. Please don't wait until the last days to get yours submitted. Thanks for all that have already completed theirs!

We still get questions about the types of assets that we are required to inventory, so this is a repeat of the topic published in an earlier newsletter.

What is a personal property item? When we say "personal property item", we're referring to tracked assets. There are a few different types of assets that you should be familiar with-

Capital assets: assets with a single unit value of \$10,000 or greater and a useful life of more than one year.

Controlled assets: assets that do not meet the requirements to be considered capital, but that are tracked due to the nature of the item. This includes projectors, cameras, A/V equipment, televisions, DVD players, smart phones, drones, etc., with a cost of \$500 or more.

Locally controlled assets: assets that are controlled, regardless of the cost. This includes all laptops, desktop computers, tablets, and firearms. These items are tracked 100% of the time.

If you're ever unsure if an item is an asset, you can reach out to us at asset.management@unt.edu or check out our website at AssetManagement.unt.edu.



Thanks!

Jimmy Grounds - Director

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REMINDER - Surplus will not accept any assets into the surplus warehouse after Wednesday, July 15 until the completion of the annual inventory period.

What is wrong, when trying to update an asset, EIS will not take the update?
When updating assets, in the "Date of Transfer", click on the calendar and always use "Current Date" at the bottom of the calendar. Pre-dating and Post-dating often times does not work in EIS.

Where do you find the most updated forms concerning asset management inventory?

Always make sure you are using the correct, most recent form when submitting any form to Asset Management or Surplus. Go to our website and use the up-to-date list in the left column: <https://budget.unt.edu/assetmanagement/>.

Frequently Asked Questions

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

Do people have to pay for a missing/stolen asset if they are found liable?

Yes, please complete a Missing Property Investigation Statement and if during the departments' investigation, you determine that the person(s) have been negligent and are liable, then they are responsible for the cost of replacement of the asset. Please reach out to Asset Management, there may be additional documentation needed.

I reported this asset missing last year. Why is it still on my department's inventory?

Assets reported as missing are required to remain on your inventory for two full fiscal years after it was first report on a missing report. The State requires this so that you continue to search for the asset, it might be found later!

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

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