



keeping watch on your inventory



DIVISION OF FINANCE & ADMINISTRATION
Budget Office

The Eagle Eye

A bi-monthly email newsletter from your Asset Management team.

December 15, 2020 | Issue: 3

Your Central Receiving team is lead by Ryan Shoulders. He is at the Denton main campus along with Kiara De Santiago-Cruz. He also has Robert Blythe over at Discovery Park.

Your Surplus Warehouse team is lead by Preston Rowland working with James Ly.

The administrative coordinator for the teams of Asset Management is Emily Calvert.

I'm thankful for them!

Communication

Good day all! Can you believe it, Winter Holiday is here already.....or you might be thinking, it's finally here? Either way 2020 may have been the most challenging year we have had in our lives up to this point, and we're ready for 2021, and hopefully a better year.

As we finish up this year I wanted to reach out to all of the Designated Inventory Coordinators and tell you, thank you, for all the hard work you've been doing and continue to do. Even in this year of challenge you have managed to get your certifications submitted and worked with me and the team to make changes and improve upon the inventory process. We'll continue to work on changes to make the process more efficient and less cumbersome for you as we move in to the new year and always welcome your comments and suggestions.

As a reminder Central Receiving will be closed during the Winter Holiday break. Any shipments to Central Receiving during this time via FedEx/UPS/DHL/USPS 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, since it will be left outside unsecured.**

(There will not be a 1/1/21 issue of the Eye due to the Winter Holiday)

Jimmy Grounds – Assistant Director

UNT Surplus Campus Re-Use

UNT Faculty/Staff can come to the Surplus warehouse to view, pick up or drop off items for UNT campus reuse M-Th 8am-noon, appointments no longer needed. If you are needing items (desks, chairs, filing cabinets, office supplies, shelving, decor, computer monitors, etc...) for your office or department and would like to view what items are available, at no charge from Surplus, please stop by the warehouse between 8am-noon, Monday through Thursday. The UNT Surplus address is 925 Precision Dr. Denton TX 76207.

If you need to view the re-use items outside of the listed days/times, please email us at surplus@unt.edu or give us a call at 940-369-7199.

Check out the Campus Reuse guidelines at assetmanagement.unt.edu/unt-surplus as well as other valuable information for all your Surplus questions.

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Working from home?

Remember the following requirements must be met for off-campus use of UNT property (**including working from home on a temporary or permanent basis**):

A UPCR form, (available on our website), must be completed authorizing off-campus use of any UNT asset. Email a copy to Asset Management and keep a copy on file in the department.

The department inventory coordinator must update the asset record in EIS with the "This Asset is Offsite" box checked.

We realize at the beginning of the Covid exodus that these requirements were not done by many due to time constraints, however they still must be completed. Please complete and submit UPCR forms and update EIS information asap. Thank you.

Frequently Asked Questions

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

Can I have access to update assets in EIS?

Asset Management Self-Service Access is given only to those who have completed the Inventory Coordinator Training Program on UNT Bridge, and is reserved for those that require it such as Inventory Coordinators and their helpers.

Email asset.management@unt.edu for more information.

How do I access my inventory list?

Your inventory list can be accessed by running the query "AM_INSVCS_ASSETS_YRLY_INVENTORY" in the myfs.unt.edu query viewer. More detailed instructions can be found on the Asset Management website.

Does Surplus still host a public sale?

Surplus no longer has public sales on Tuesdays, but the items are available for purchase via auction. *Stay tuned for details on our new auction website!*

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

ASSET MANAGEMENT

<https://assetmanagement.unt.edu/>
email - Asset.Management@unt.edu

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Emily Calvert / administrative coordinator

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