



Designated Inventory Coordinator Form

The Designated Inventory Coordinator is the primary point of contact between Asset Management and the department. The Designated Inventory Coordinator is appointed by the head of the department as their representative to ensure that all assets under the department's control are tracked, located, and assigned custodianship in a timely and accurate manner. Each maintaining account should only have one Designated Inventory Coordinator.

This form should be submitted by the coordinator via the Inventory Coordinator Training Program in UNT Bridge. When the new user has completed training, they will be granted access to the EIS asset module, which allows them to perform routine maintenance of their assigned assets.

Department:

Maintaining Account Number:

Department Head:

Department Head Email:

Designated Inventory Coordinator:

Designated Inventory Coordinator Email:

Designated Inventory Coordinator EUID & EMPLID: