



keeping watch on your inventory



DIVISION OF FINANCE & ADMINISTRATION  
Budget Office

# The Eagle Eye

A monthly email newsletter from your Asset Management team.

December 16, 2021

Issue: 21

## Communication

Hi everybody!

Winter break is finally here. It's been a challenging year again with the continuation of Covid. It's brought new challenges - supply chain shortages, labor shortages, rising prices, and a new variant to add stress to the already stressful year. Please take time to relax during the break and be thankful for family and friends and the blessings we have. 2022 is just around the corner and we all hope it continues to get better.

As we finish up this year I wanted to reach out to all of the Designated Inventory Coordinators and tell you again, *thank you*, for all the hard work you've been doing and continue to do. This year with the challenge of returning to in-person classes and a reduced workforce you still were able to get all of your inventory certifications submitted on time; most were even before the deadline. This is a great accomplishment. 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.**

*This means end of day on **Wednesday December 22** will be the last time Central Receiving will be open to receive items, and will reopen on Monday January 3 to begin receiving again. The carriers should be delivering held items during the week of 1/3/22.*

Jimmy Grounds – Assistant Director

## UNT Surplus Campus Re-Use

The Surplus Warehouse is looking fantastic with the new team in place.

Please take time between semesters to go by and check out what they have.

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. If you are needing items (desks, chairs, filling 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.

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

Your Central Receiving team is led 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 led by Chad Freeman working with Ken Horn, and student assistant 'Rey' Binhal.

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

I'm thankful for them!

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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.

If you have any questions please reach out to your department's designated inventory coordinator or asset management.

## **Frequently Asked Questions**

Please send any questions you would like addressed to **[Asset.Management@unt.edu](mailto: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](mailto: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](http://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 holds public sales on Tuesdays, but items are available to purchase via auction. Please regularly visit our third party's website at [PublicSurplus.com](http://PublicSurplus.com) to see what's up.

***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](mailto:Asset.Management@unt.edu)**

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

**Central Receiving  
(Discovery Park)  
3940 N. Elm, H142  
Denton, TX 76207  
940-565-4680**

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

**Jimmy Grounds / assistant director  
Emily Calvert / administrative coordinator**

**Ryan Shoulders / lead  
Kiara De Santiago-Cruz**

**Robert Blythe**

**Chad Freeman / lead  
Ken Horn  
S.A.-'Rey' Binhal**