



# The Eagle Eye

A monthly email newsletter from your Asset Management team.

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## Communication

*HAPPY NEW YEAR to all!* Whether you stayed up to see the New Year in or stayed up to make sure the old year leaves or like me and did not stay up at all, it's here, 2022.

We leave behind another year of good and not so good. Let's seek this year for a restful peace, a greater hope, and an overwhelming joy. A quote from Albert Einstein comes to mind, "Learn from yesterday, live for today, hope for tomorrow." I hope 2022 is a great year for us all!

Can you believe this is already the 22nd issue of The Eye and it's the first one in the year '22. This has been a great success as a tool of communication from us at Asset Management for all of you. Thank you for your support.

Jimmy Grounds – Assistant Director

## Are you being charged too much for delivery? We can help!

When a vendor provides you with a quote, they may occasionally include unnecessary special delivery services (such as lift-gate or inside delivery). These charges can range from \$80 to \$2500, depending on the shipment. If you are unsure what services you need, contact Central Receiving, and we can help you determine if some of the charges can be removed.

Additionally, certain large shipments (over 10' or 2000 lbs.) will require certain services to delivery safely. If you know that the item you are ordering is oversized, we can assist in making sure the carrier ships your order in a way that will not cause additional charges or delays.

### Three guys are walking in the desert.....

After they are walking for a while they start talking and taking inventory of their supplies.

The first man says that he brought a sandwich, so if they get hungry they will have something to eat.

The second man says that he brought water, so they can stay hydrated on their journey.

The third man says the he brought a car door.

The first two men look at each other puzzled and ask him, "Why did you bring a car door?"

The third man says, "So we can roll down the window when we get hot."

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## Transfer it!

Q: Can I transfer owned assets from one department to another?

A: Yes, and the process is simple!

### DONATING DEPARTMENT:

1. Address an email to the inventory coordinator of the receiving department with the subject line, "Asset Transfer."

2. In the body, provide the DeptID of both departments and a description of the item, including the tag number (or serial number, if applicable).

### RECEIVING DEPARTMENT:

1. Reply to the email and CC Asset.Management@unt.edu with the message, "Approved."

2. Wait for confirmation from the Asset Management team, and then update the EIS asset record with the new custodian EmplID and location.

Recycling assets between departments is encouraged, as it prevents spending by extending the life of UNT's existing property. You can submit or reclaim items for campus reuse via Surplus, but a direct transfer is the quickest way for a department to have the first claim on equipment. Before submitting a surplus request, check with your neighboring departments and see if they could benefit from your unused goods. If you are transferring computers, don't forget to also check with your IT office to see if any reconfiguration is necessary. If you have any questions about what equipment and resources are available to you, we are here to help!

PLEASE COMPLETE TRANSFER PROCESS AS SOON AS IT HAPPENS AND DON'T WAIT UNTIL THE END OF INVENTORY TIME TO NOTIFY ASSET MANAGEMENT. TIMELY TRANSFERS MAKES IT EASIER FOR EVERYONE INVOLVED!

## Frequently Asked Questions

Please send any questions you would like addressed to [\*\*Asset.Management@unt.edu\*\*](mailto:Asset.Management@unt.edu).

*I purchased an asset and it has been delivered to my department. Why isn't it on my inventory list? (HOT TOPIC)*

Assets are typically received in EIS, tagged, and delivered on the same day that they arrive at Central Receiving. Assets will not show up on your inventory, however, until they have been received in EIS and are fully paid for. Once an asset has been paid in full, it should appear on your inventory within the week.

*I found an asset without a UNT tag. What do I do?*

Check your inventory list for the asset serial number. If the asset is not listed on your departmental inventory, complete the 'Found Asset Not on Inventory' form and submit it to [asset.management@unt.edu](mailto:asset.management@unt.edu).

***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

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