



# The Eagle Eye

A monthly email newsletter from your Asset Management team.

February 15, 2022 | Issue: 23

## Communication

*Hello everyone!*

I hope all is going well this spring semester. We do not know for sure how the weather will be this spring, one of the weather-groundhogs saw their shadow and one did not. But, I guess that's obvious here in north Texas because one day it's 80 degrees, the next 40. What we do know is that we set yet another enrollment record this semester ..... what a great time for UNT!

Thanks,

Jimmy Grounds - Assistant Director

## Have a plan

With the continued growth of the University comes a growth in the amount of items purchased that come through our two Central Receiving locations; Main central receiving on campus and Discovery Park central receiving. Please keep in mind that neither location is a storage warehouse. The primary purpose of Central Receiving is to coordinate the function of receiving and delivering merchandise purchased by the University through the purchase order system, not storing purchases for future use. All items shipped to central receiving must be delivered to the **indicated delivery location** within 72 hours to maintain a safe and efficient flow of the receiving operations process. *Please have a plan to take possession of the items you order upon receipt at central receiving from the vendor/shipper.*

The **indicated delivery location** is information that should be input during the requisition process, please see below for further information about delivery.

An employer advertises for a Buyer and in the job description it says, "For this buyer's job we need someone responsible".

An applicant replies and says, "I am the one you want; in my last procurement job, every time there was a problem, they said I was responsible".

By the way, we are looking for a Student Assistant in Central Receiving, please let us know if you have any leads.

# The Eagle Eye

page 2

## "Ship To" - "Location"

Central Receiving receives hundreds of items every day and proper completion of the requisition will assist in a more timely and accurate final delivery. Well over half the deliveries that are shipped to central receiving have incorrect **indicated delivery location** codes for the receiving team to make final delivery. *This failure to spend a few seconds to ensure correct information is input while creating the requisition could possibly translate to several hours to figure out where you would like the receiving team to make final delivery of ordered items.*

Next Eagle Eye we will cover this in more detail, but please note that there are two **"KEY"** areas on the requisition for delivery of items purchased. The **"Ship To"** location is to where the vendor ships the item. The **"Location"** code is to where the Central Receiving team will make the final delivery of the item. (If the "Ship To" location is USB 135 or NTRP H142, then the "Location" code must be correctly entered, as this is to where the receiving team is going to deliver it to.) All too often we find this to be defaulted to a purchasing office or the central receiving location with no intentions of it going there. Central Receiving will only deliver an item one time' per the requisition's "Location" code. If that information is incorrect, then Moving Services or some other means would need to be contacted about any additional moves. Please do not rely on any comments placed in the headers, the receiving team often times does not see these.

## Frequently Asked Questions

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

*What training opportunities are available for department asset managers / inventory coordinators?*

There is an "Inventory Coordinator Training" available on Bridge. Also, there is an Inventory Coordinator Handbook available on the Asset Management website under the inventory tab. You will also find lots of other helpful information on the website. There are two UNT policies for review - 10.048 Asset Management-Property Control and 10.047 Central Receiving. As always please ask us if you need help or have questions.

*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, and a missing report will need to be submitted each year until the time it is removed.

***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