



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team.

December 15, 2022

Issue: 33

Communication

Hi everybody!

Well, Winter Break is finally here. Please take time to relax during the break and be thankful for family and friends and the blessings we have. 2023 welcomes in new students and the exciting opening of the new campus in Frisco. Let's hope for a year of continued growth and prosperity.

Thank you :)

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 as we continued with the challenge of a reduced and changing workforce you still were able to get **100%** of your inventory certifications submitted on time; most were even before the deadline. This again 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 as always, we welcome your comments and suggestions.

Deliveries.....

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 at noon on Friday December 23 will be the last time Central Receiving will be open to receive items, and will reopen on Monday January 2 to begin receiving again. The carriers should be begin delivering held items during the week of 1/2/23.

Jimmy Grounds - Assistant Director

Please welcome our new warehouse clerk at the main central receiving warehouse, Nelson Orozco.

Congratulations for all our graduating students this weekend!

The Eagle Eye

page 2

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**.

How do I access my inventory list?

Your inventory list can be accessed by running the query "AM_INSVC_ASSETS_YRLY_INVENTORY" in the myfs.unt.edu query viewer. More detailed instructions can be found on the Asset Management website. Email asset.management@unt.edu for more information.

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 to see what's up.

Can I drop off our Surplus items?

Yes, items may be dropped off at the Surplus Warehouse Mon-Thu from 8:00-12:00. You will need to bring a printed copy of your completed Surplus Request form. Please call ahead for availability at 940-369-7199.

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

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
Brett Beck
Nelson Orozco
Rushik Gangam - S.A.

Robert Blythe
Mounica Dantu - S.A.

Chad Freeman / lead
Joe Benavides
Reddy Enimireddy - S.A.