



The Eagle Eye

A monthly email newsletter from your Asset Management team.

January 17, 2023 | Issue: 34

Communication

Hi everybody!

Happy New Year 2023!

I hope everyone had a relaxing break and ready to get a new school semester started as we continue to serve our students and each other.

As we start the new year, we start a new chapter with the opening of the beautiful Frisco Landing campus to better serve those in that area.

PALLET OF THE UNKNOWN

Central Receiving continues to receive items from vendors without the necessary information to deliver items to you. Please remember to have the vendor put "P/O # ??????" or "PCard & Name" on the shipping label as appropriate, along with the department and contact person. If the department and contact person cannot be on the label, the information should be on the enclosed packing slip. The picture shows the growing group of undeliverable items.

If you are missing something please contact Central Receiving to see if it may be here on the pallet of the unknown! These items will go to Surplus if unclaimed after 90 days.

We also still continue to receive items with the incorrect "Location" indicated on the requisition. Please remember that the "Location" is to where Central Receiving will deliver your items.

*Thanks,
Jimmy Grounds-Assistant Director*



Please welcome our new warehouse clerk at the main central receiving warehouse, William "Ryan" Mason. Many of you know him from his several years at ITSS. We are excited to have him as a valuable asset to the department.

We now have three recent hires in the warehouse clerk role, we ask that you bear with us as they go through the 'learning' process.

Please let me know of anything that needs attention.

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Central Receiving / Surplus operating hours-

As a reminder Central Receiving is open Monday thru Friday from 8:00 to 5:00. We are closed during all the University scheduled holidays. Please be mindful of this if you are ordering time or temperature specific items.

Surplus has their doors open Monday thru Thursday from 8:00 to 12:00, and are also closed during all the University scheduled holidays. They spend the afternoons on campus fulfilling surplus requests. If you need to access Surplus outside of their open door times please reach out to them at Surplus@unt.edu or 940-369-7199, Chad and Joe will try to make arrangements as needed.

Frequently Asked Questions

Please send any questions you would like addressed to **Asset.Management@unt.edu**.

Can I take my laptop/iPad/tablet home?

Yes, if you have a signed Property Custody Receipt on file with Asset Management and your department's Designated Inventory Coordinator has marked the asset as "offsite" in EIS.

Can I take my desktop computer home?

As a general rule, no desktop computers should ever be removed from campus because they are not encrypted. However, if approved by your department head and the Property Custody Receipt signed off by your Departmental IT Lead, then it could be allowed with the same requirements as the above question.

Can I purchase my laptop computer when I resign or retire?

No, we cannot sell anything directly to an individual. The state requires us to make available to the general public. All computing equipment however is treated differently in that they go to an authorized electronics recycler through Surplus.

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**

**VACANT / lead
Brett Beck
Nelson Orozco
Ryan Mason**

**Robert Blythe
Mounica Dantu - S.A.**

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