



keeping watch on your inventory



DIVISION OF FINANCE
& ADMINISTRATION
Budget Office

The Eagle Eye

A monthly email newsletter from your Asset Management team.

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Communication

Hello everyone! I hope all is going well this spring semester.

The importance of accurate information



Did you know?

The UNT asset management department is responsible for 38,704 assets.

The approximate acquisition cost of these assets is \$1,794,820,848.27.

These assets are spread across 387 departments, in 180 different building locations, with 214 designated inventory coordinators.

Often times each day, the team at Asset Management must dawn the Carnac frame of mind to determine what happens to shipments that arrive at Central Receiving or items delivered to Surplus. We'll address the latter item first. If an asset arrives at Surplus, a Surplus Request Form must accompany it or be sent to Surplus@unt.edu prior to its arrival there. This includes assets delivered by Moving Services or third party movers such as Berger. There is currently several assets set aside at Surplus that were delivered by Berger from a building remodel that require the Form. Any assets in Surplus without the Form will remain in the assigned departments inventory for which they are accountable until the Form is submitted.

Next, thank you to the 15 or so people that replied to the over 1,000 recipients of the emails concerning the 'pallet of unknown' items at Central Receiving. We currently have a few items that we do not know to who or where they are to be delivered on campus. The shipping labels and/or packing lists are simply addressed to University of North Texas; no contact person or department or purchase order or any other identifying information. These items include several thousand dollars of assets, that at some point will eventually go to Surplus if the rightful delivery location cannot be determined. Please ensure that anything purchased and shipped to Central Receiving contains a department/contact person and the purchase order number on the shipping label and packing slip. This information must be communicated to your vendor of choice and should be accountable for such. Items sent to Central Receiving without this information will delay the processing and delivery of the items to you; or possibly end up on the 'pallet of unknown'.

Thank you, Jimmy Grounds - Assistant Director

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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.

The 'Ship To' location on the requisition is to where the vendor will ship the item. The 'Location' information on the requisition is to where the Central Receiving team will deliver the item to you.

Frequently Asked Questions

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

I received a delivery confirmation from my vendor or shipper that my package has arrived, why do I not have it yet?

This could be because of missing or incomplete information on the shipping label and/or packing slip. It could also be because the package was incorrectly delivered elsewhere on campus, commonly Eagle Post.

What training opportunities are available for department asset managers / inventory coordinators?eported this asset missing last year. Why is it still on my department's inventory?

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.

Inventory 101 - Knowing what you got and where it's at.....at all times!

ASSET MANAGEMENT

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