



DIVISION OF FINANCE  
& ADMINISTRATION  
Budget Office

# The Eagle Eye

A monthly email newsletter from your Asset Management team.

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## Communication

*Happy spring everyone!*

### The importance of accurate information cont'd

With annual physical inventory certification just around the corner, we'll continue with the importance of accurate information from last month's Eagle Eye. Another one of Johnny's routines was the "Top Ten". So here are the top ten problems that take away valuable time at Central Receiving/Asset Management because information on the items shipped here are inaccurate or missing.

#### Did you know?

Central Receiving received approximately 19,671 packages in 2022.

We have job openings in Asset Management for Central Receiving Warehouse Lead and for Inventory Specialist at Central Receiving. Please apply if interested.

1. There is no purchase order number, department, or contact information on the shipping label or packing slip on packages shipped to C.R.
2. There is no PCard designation or PCard holder's name on the shipping label or packing slip on packages shipped to C.R.
3. Purchase orders have incorrect "Location" information delaying delivery or causing unnecessary multiple delivery attempts.
4. Delivery "Location" is not staffed Monday-Friday from 8:00 to 5:00 therefore causing unnecessary multiple delivery attempts.
5. Requisition/Purchase order does not match the quote, line for line.
6. Category codes are incorrect on the requisition/purchase order.
7. The "Ship To" on the purchase order is incorrect.
8. Desktop receiving of assets should not be done without A.M. approval.
9. PCard purchase of assets should not be done without A.M. approval.
10. Amazon orders should be direct shipped to department, or to Amazon locker at Discovery Park.

*Thanks! - Jimmy Grounds - Assistant Director*

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## Frequently Asked Questions

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

*What is Central Receiving's address?*

There are two Central Receiving locations in Denton: main campus C.R. and Discovery Park C.R.

Main Campus C.R.: (P/O Number and Contact Name / Department)  
2310 N. Interstate 35E  
Denton, TX 76205

Discovery Park C.R.: (P/O Number and Contact Name / Department)  
3940 N. Elm, H142  
Denton, TX 76207

*Can I purchase assets on a Pcard?*

No, not without a signed Pcard Exception Request from the Pcard team and approved by Asset Management. This Exception Request is required BEFORE the purchase is made. If you do purchase an asset via PCard, be sure to have it shipped to Central Receiving and send the signed Exception form and a completed Controlled Item Code for to us at [asset.management@unt.edu](mailto:asset.management@unt.edu). Assets will be held until the proper documentation has been received.

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

*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 fully paid for. Once an asset has been paid in full, it should appear on our inventory within the week.*

*Where will my orders be delivered to?*

Orders will be delivered according to the "Location" from the requisition.

***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)

**Jimmy Grounds / assistant director**  
**VACANT / administrative coordinator**

**Central Receiving**  
**(UNT main campus)**  
**2310 N. Interstate 35E**  
**Denton, TX 76205**  
**940-565-2391**

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

**Central Receiving**  
**(Discovery Park)**  
**3940 N. Elm, H142**  
**Denton, TX 76207**  
**940-565-4680**

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

**Surplus Warehouse**  
**925 Precision Drive**  
**Denton, TX 76207**  
**940-369-7199**

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