



# The Eagle Eye

A monthly email newsletter from your Asset Management team.

June 15, 2023

Issue: Thirty-Nine

## Communication

*Hi, and happy summer to you all!*

**I hope everyone's annual physical inventory certification is going well. If you are having troubles, have questions, or need help of any kind please let us know early.**

**You can email [Asset.Management@unt.edu](mailto:Asset.Management@unt.edu) to contact us.**

Inventory time is already half gone. We gave an extra month again this year after seeing the improvement over the last couple years.

Please don't wait until the last few days to get yours submitted.

Thanks for all that have already completed theirs!

We still get questions about the types of assets that we are required to inventory, so this is a repeat of the topic published in an earlier newsletter.

What is a personal property item? When we say "personal property item", we're referring to tracked assets. There are a few different types of assets that you should be familiar with-

**Capital assets:** assets with a single unit value of \$5,000 or greater and a useful life of more than one year.

**Controlled assets:** assets that do not meet the requirements to be considered capital, but that are tracked due to the nature of the item. This includes projectors, cameras, A/V equipment, televisions, DVD players, etc., with a cost of \$500 or more.

**Locally controlled assets:** assets that are controlled, regardless of the cost. This includes all laptops, desktop computers, tablets, smart phones, and firearms. These items are tracked 100% of the time.

If you're ever unsure if an item is an asset, you can reach out to us at [asset.management@unt.edu](mailto:asset.management@unt.edu) or check out our website at [AssetManagement.unt.edu](http://AssetManagement.unt.edu).

Thanks!

Jimmy Grounds - Assistant Director

In case you didn't know-

We have new staff at Main Central Receiving:

Jack Long is our new Central Receiving Lead

Nelson Orozco is one of the Central Receiving Clerks, started mid-November

Will Kapinos is our newest edition as Central Receiving Clerk

Ryan Mason was promoted to the new Inventory Specialist position

We're here to help you however we can!

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## IMPORTANT UPDATE

Starting Wednesday 6/21/2023, UNT begins using the new Jaggaer Marketplace purchase order system.

With that change will be some modifications to the receiving processes.

Initially, all non-asset purchase orders created in Jaggaer Marketplace will be desktop received at the department level. Non-asset items shipped to Central Receiving will be delivered to the department with our new 'single form' Central Receiving Delivery Receipt. This is the same delivery receipt you'll get for purchase orders you need to desktop receive, PCard purchases, or for any other issues where the items could not be received by the Central Receiving team.

A copy of the new 'single form' delivery receipt has been attached to this email for reference.

Jaggaer Marketplace purchase orders with assets will automatically move to People Soft EIS for inventory purposes, and the Central Receiving team will receive the p/o, and deliver to you with a copy of the EIS receipt like you currently have been getting.

## Frequently Asked Questions

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

*Do people have to pay for a missing/stolen asset if they are found liable?*

Yes, please complete a Missing Property Investigation Statement and if during the departments' investigation, you determine that the person(s) have been negligent and are liable, then they are responsible for the cost of replacement of the asset. Please reach out to Asset Management, there may be additional documentation needed.

*We have purchased assets using HEERF Corona-virus funds and assets are not in my inventory?*

Purchases on these funds default to Dept ID 299999. Please include the inventory Dept ID in the requisition notes so that we can quickly access as to where the assets need transferred to. You should also send a short email to [Asset.Management@unt.edu](mailto:Asset.Management@unt.edu) at the time of purchase so department changes could be made at receipt.

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

### **ASSET MANAGEMENT**

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**Ryan Mason / inventory specialist**

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**Robert Blythe**  
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