



keeping watch on your inventory



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team.

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Communication

Good afternoon Everybody!

Hope you all have had a great summer. Fall semester starts in less than a week and the campus is already back to life with students out and about. Sounds like again with another rise in enrollment.

As always, please let our team in Asset Management assist however we can in your Inventory, Receiving, and Surplus needs. We're here to support you as best as we can.

Today as we are at the start of the new semester, I wanted to pass along some tidbits of information, that will help us to best help you:

1. If you return an asset to a vendor for warranty, wrong item, just didn't need it, or any other reason, please notify Asset Management so we can remove it from the inventory system
2. No personal packages are to be sent to Central Receiving, this includes personal items purchased through Amazon.
3. If you make a purchase that is to be a part of another existing asset, please note that on the requisition and include the current asset tag number.
4. Please mention on a requisition if the purchase order is a payment p/o.
5. Make sure vehicles are not parked in or blocking the loading dock areas except for loading and unloading.
6. If you are trading in items on a purchase please complete and submit Trade-In Worksheet from the Asset Management website. Also create a trade-in line on the requisition with amount of trade-in allowance along with asset tag numbers if applicable.
7. If a department's designated inventory coordinator position becomes open, please notify Asset Management as soon as possible with replacement personnel.
8. Ensure that requisitions have the delivery point of contact and the correct delivery location.
9. Please make arrangements ahead of time for oversized shipments, Central Receiving has limited resources on offloading and/or moving very large items.
10. Check out our website at AssetManagement.unt.edu for tons of valuable information, from forms to submit, surplus procedures, inventory best practices, to archived Eagle Eyes.

THANKS!

Big thank you to everyone for getting the FY23 Annual Physical Inventory Certifications submitted. We finished earlier than last year with 100%.

Please remember staying on top of "knowing what you got and where it's at all times" throughout the year will make next years inventory go smoother!

**Hoping for the best to everyone as we start this new school year.
Thanks - Jimmy Grounds - Assistant Director**

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As many of you are aware, with August being the end of fiscal year, the finalizing of annual inventory, fall classes beginning, the new Frisco Landing, and it looks like another record enrollment forthcoming, this is the busiest time for the Asset Management team, including Central Receiving and Surplus. Please be patient and expect delays in support and service.

Remember that as FY23 purchase orders are closed for fiscal year-end, to include the old p/o number in the receiving comments on your new FY24 replacement purchase order if applicable.

Frequently Asked Questions

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

Can I purchase assets on Pcard?

No, as a general rule. If so in 'emergency situations', not without a signed Pcard Exception Request from the Pcard team. This Exception Request is required before the purchase is made. If you do purchase an asset via Pcard, please have it shipped to Central Receiving and send signed Exception form and a completed Controlled Item Code to us at asest.management@unt.edu. Assets will be held until proper documentation has been received. **Note**-getting an asset faster and cheaper from Amazon is not considered an 'emergency situation'.

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 Surplus Request E-Form. Don't forget that if needed you can sign out the pickup truck to help facilitate self delivery; you would need to be authorized to drive UNT vehicles. Please call ahead at 940-369-7199 for availability of pickup truck or if special drop off times are needed.

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

Jimmy Grounds / assistant director
Ryan Mason / inventory specialist

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

Jack Long / lead
Nelson Orozco
Will Kapinos
VACANT - S.A.

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

Robert Blythe
Vikranth Pulahari - S.A.

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

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