



keeping watch on your inventory



DIVISION OF FINANCE & ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team.

September 15, 2023 | Issue: 42

Communication

Happy New Fiscal Year!

Hello to everyone, especially the new folks this year! It's been a great start this year for UNT. We have record enrollment again this year, students are back on campus, great weather, and a bright future ahead.

BIG THANKS TO THE HARD WORK OF ALL DEPARTMENTS FOR THIS YEAR'S ANNUAL PHYSICAL INVENTORY CERTIFICATION - 100% RETURN BY AUGUST 14!!

What is a surplus item and what is done with it you may ask?

University owned items that have reached the end of their useful life or are no longer needed are considered surplus. These surplus items are dispositioned through the Asset Management Surplus department via the electronic Surplus Request form. The Surplus department determines if these items are suitable for reuse, recycle, or resale and makes available for donation to local ISD's or non-profit 501(c)(3) organizations.

- Items for reuse are held for a period of time or as space is allowed to go back to campus in an effort to complete the life cycle of the item and save the department monies that would have been spent for new. Items for reuse are also made available for donation to certain groups. Computing devices and monitors do not go back on campus for reuse.
- Items for recycle may include metal objects not suitable for reuse or resale and sent to a local metal recycling plant. Certain electronic components including computing devices, hard drives, servers, batteries, televisions, lasers, etc. are sent to an 'e-recycler' for disposition in an environmentally friendly process. Note - all storage media is DoD or SSD Secure erased or destroyed via shredding by the electronics recycler.
- Items for resale are published through a third-party on-line auction company that is open to the general public; PublicSurplus.com. The auction company processes all financial transactions providing receipts to the winning bidder that is to be presented to Surplus personnel at time of pick up. Computing devices are not sold to the general public.
- Any other items that are determined to not be suitable for reuse, recycle, or resale are placed in the waste receptacle for delivery to a local landfill. An effort is made to make this minimal.
- Please address all questions regarding Surplus to their central email address; Surplus@unt.edu.

*Thank you, and have a great day!
Jimmy Grounds - Assistant Director*

We will be regenerating our list of Eagle Eye recipients, so if you are receiving this newsletter and would rather not please let me know. If someone should be receiving this that is not, please let me know as well.

You will notice the new regenerated list of recipients with the upcoming October issue of the Eagle Eye.

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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 another record enrollment, this is the busiest time of the year 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, please 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 asset.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

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