



keeping watch on your inventory



DIVISION OF FINANCE  
& ADMINISTRATION  
Asset Management

# The Eagle Eye

A monthly email newsletter from your Asset Management team.

November 16, 2023 | Issue: 44

## Communication

### ***Hi everybody!***

It's getting that time of year to sit around a fire, eat good food that seems to only come out in the last couple months of the year, and spend quality time with friends and family. I hope you all enjoy :)

### **UNT Surplus Campus Re-Use**

We continue to have increased visitors out at the Surplus Warehouse. If you have not been you should come and check it out. We are currently running a little low of campus re-use items, but Chad, Joe, and Reddy are always glad to assist you however they can. We are still waiting on the items to come up from the Systems building in Dallas, but their elevator is currently out of order making it difficult to move things down from the 7th and 8th floors.

UNT Faculty/Staff can come to the Surplus warehouse to view, pick up or drop off items for UNT campus reuse M-Th 8am-noon, appointments not needed. If you are needing items (desks, chairs, filling cabinets, office supplies, shelving, decor, tables, etc...) for your office or department and would like to view what items are available, at no charge, please stop by the warehouse between 8am-noon, Monday through Thursday. The UNT Surplus address is 925 Precision Dr. Denton TX 76207.

If you need to view the re-use items outside of the listed days/times, please email us at [surplus@unt.edu](mailto:surplus@unt.edu) or give us a call at 940-369-7199.

Check out the Campus Reuse guidelines at [AssetManagement.unt.edu-surplus](http://AssetManagement.unt.edu-surplus) as well as other valuable information for all your Surplus questions.

Thanks!  
Jimmy Grounds - Assistant Director

I would like to recognize our student assistants, Krishna Vel at Discovery Park and Reddy Enimireddy at Surplus. They both do a great job and are much appreciated! Unfortunately Reddy is graduating next month, but we hope for great success for him. I know he'll do well. We are currently hiring for his successor and an additional student at Asset Management Processing & Distribution.

# The Eagle Eye

page 2

## Upcoming Winter Holiday Break!

As a reminder Asset Management Processing & Distribution will be closed during the Winter Holiday break. Any shipments to AMPD during this time via FedEx/UPS/DHL/USPS/Freight will be held at their locations for redelivery to campus during the first week of January. **Amazon will not hold packages and will be left outside at the intended address, I would recommend not ordering anything from Amazon if it cannot be delivered before we leave, since it will be left outside unsecured.**

## Frequently Asked Questions

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

*I noticed Asset Management Processing & Distribution, what is this?*

'AMPD' as we call it, is formerly known as Central Receiving. We are in the process of changing the name to better reflect the functions we perform. Since the inception of Marketplace it's been necessary for us to change some of our processes and procedures and feel the new name is a more accurate description of what we do. Don't worry, you'll still be getting the same great service and seeing the smiling faces of the team :)

*Can I purchase assets on a 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 A.M.P&D and send the signed Exception form and a completed Controlled Item Code form to us at [Asset.Management@unt.edu](mailto:Asset.Management@unt.edu). Assets will be held until proper documentation has been received.

**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  
Ryan Mason / inventory specialist

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

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

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

Robert Blythe  
Krishna Vel - S.A.

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

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