



keeping watch on your inventory



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team.

December 15, 2023

Issue: 45

Communication

Hi everybody!

Well, Winter Break is finally here. Please take time to relax during the break and be thankful for family and friends and the blessings we have. 2024 welcomes in new students and a renewed hope for a year of continued growth and prosperity.

Thank you :)

As we finish up this year I wanted to reach out to all of the Designated Inventory Coordinators and tell you again, thank you for all the hard work you've been doing and continue to do. This year as we continued with the challenges of a reduced and changing workforce, along with the introduction of Marketplace, you still were able to get 100% of your inventory certifications submitted on time; most were even before the deadline. This again is a great accomplishment and proof we are 'Better Together'. We'll continue to work on changes to make the process more efficient and less cumbersome for you as we move in to the new year and as always, we welcome your comments and suggestions.

Please welcome our new student assistant at the main central receiving warehouse, Cameron Holmes.

Congratulations to all our graduating students this weekend, especially Reddy Enimireddy that graduates today and leaves us as the student assistant at the Surplus Warehouse. Best of luck to him and his future endeavors.

Hope you have a Happy Holiday season!

Jimmy Grounds - Assistant Director

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Upcoming Winter Holiday Break!

As a reminder Asset Management Processing & Distribution(Central Receiving), will be closed during the Winter Holiday break. Any shipments to AMPD receiving 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 starting on the 2nd. **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.

How do I access my inventory list?

Your inventory list can be accessed by running the query "AM_INSVCS_ASSETS_YRLY_INVENTORY" in the myfs.unt.edu query viewer. More detailed instructions can be found on the Asset Management website. Email asset.management@unt.edu for more information.

Why does Surplus not pickup my items I submitted on a work order request?

The Surplus team picks up assets only which are submitted on their Surplus Request e-form. All other non-asset items would be picked up by the Facilities Moving & Hauling team which would be submitted on their Work Order Request form. Separate departments which cannot speak on the others scheduling. You will need to work with the appropriate department. Remember that your department could also use third-party movers or bring items to the surplus warehouse directly.

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

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