



# The Eagle Eye

A bi-monthly email newsletter from your Asset Management team.

November 16, 2020 | Issue: the 1<sup>st</sup> one

## Communication

Good day all, and welcome to our first edition of "The Eagle Eye"! We hope that this will give you some helpful insight in keeping watch on your inventory.

I first wanted to tell you a little bit about who we are. We are your Asset Management team which consists of two departments, Central Receiving and Surplus. We are part of the University Budget Office in the Division of Finance and Administration. The Asset Management department is charged with managing the 30,000 plus personal property items acquired with both State and non-State funds, and any donations to UNT or the UNT System.

With this newsletter, we hope to improve **communication** and have the ultimate goal of improving the accuracy and efficiency of the Annual Physical Inventory Certification process. Thanks for checking it out!

Jimmy Grounds – Assistant Director

## 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, and DVD players 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).

## Are you being charged too much for delivery? We can help!

When a vendor provides you with a quote, they may occasionally include unnecessary special delivery services (such as lift-gate or inside delivery). These charges can range from \$80 to \$2500, depending on the shipment. If you are unsure what services you need, contact Central Receiving, and we can help you determine if some of the charges can be removed.

**Knock knock-  
Whose there-  
Robert-  
Robert who-  
Robert Blythe, the best  
Central Receiving person  
at Discovery Park!**

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## **Freight Costs - cont'd**

Additionally, certain large shipments (over 10' or 2000 lbs.) will require certain services to delivery safely. If you know that the item you are ordering is oversized, we can assist in making sure the carrier ships your order in a way that will not cause additional charges or delays.

## **Frequently Asked Questions**

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

### *What is Central Receiving's address?*

There are two Central Receiving locations in Denton: main campus CR and Discovery Park CR.

Discovery Park CR: (PO Number and Name/Department)

3940 N. Elm, H142

Denton, TX 76207

Main Campus CR: (PO Number and Name/Department)

2310 N. I-35E

Denton, TX 76205

### *Can I purchase assets on a Pcard?*

No, as a general rule. If so, 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, be sure to have it shipped to Central Receiving 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.

### *Who is that "Larry" guy?*

Well that's Larry Worthy, Executive Director of Asset Protection. We're here to help you not have to encounter him!!

#### **ASSET MANAGEMENT**

**<https://assetmanagement.unt.edu/>**  
**email - [Asset.Management@unt.edu](mailto:Asset.Management@unt.edu)**

**Jimmy Grounds / assistant director**  
**Emily Calvert / administrative coordinator**

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

**Ryan Shoulders / lead**  
**Kiara De Santiago-Cruz**

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

**Robert Blythe**

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

**Preston Rowland / lead**  
**James Ly**