



The Eagle Eye

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

June 1, 2021 | Issue: 13

Communication

Hi, and happy summer to everyone! With all the rain it seems like we are still in the springtime and a wet one at that.

I hope everyone's annual physical inventory certification is going well. If you are having troubles, have questions, or need help of any kind please let us know early. You can email Asset.Management@unt.edu to contact us.

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Inventory time is already one third gone. We gave an extra month this year after seeing how last year went with the pandemic.

Please don't wait until the last few days to get yours submitted.

Thanks for all that have already completed theirs!

We still get questions about the types of assets that we are required to inventory, so this is a repeat of the topic published in an earlier newsletter. 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, DVD players, etc., 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 or check out our website at AssetManagement.unt.edu.

Thanks!

Jimmy Grounds - Assistant Director

We had a goodbye last week to our Surplus warehouse clerk James Ly, he will be missed there.

But you can still find him working at UNT.

He has transferred to the CLEAR team where I'm sure he'll continue with the great support he has given to Asset Management.

Good luck to James!

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Reminder coming this Friday June 4, 2021.

'First Fridays with the Budget Office'.

First Fridays with the University Budget Office is a monthly informational session to notify users of any financial-related changes, enhancements, or updates that could have an impact on a department's budget or on their routine processing. It is suggested that anyone who manages/reconciles budgets attend. No registration is required, just go to the University Budget Office website at <https://budget.unt.edu/welcome> and go to the training calendar link and click on First Friday. The sessions are on the first Friday of every month at 2:00pm and usually last about an hour.

Also coming Friday June 4, the last day for Larry Worthy from Asset Protection here at UNT as he moves into the retirement life. His assistance was greatly appreciated last year as I moved into my new position in Asset Management here at the University. If you have a chance, he might need some ideas on what to throw on the smoker or his next furniture project.....now that he'll have some extra time on his hands. Thank you Larry, you will be greatly missed!

Frequently Asked Questions

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

I reported this asset missing last year. Why is it still on my department's inventory?

Assets reported as missing are required to remain on your inventory for two full fiscal years after the year it is reported. A missing report will need to be submitted each year at inventory time until the time it is removed.

I purchased an asset and it has been delivered to my department. Why isn't it on my inventory list?

Assets are typically received in EIS, tagged, and delivered on the same day that they arrive at Central Receiving. Assets will not show up on your inventory, however, until they have been received in EIS and are fully paid for. Once an asset has been paid in full, it should appear on your inventory within the week.

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

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

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

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

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

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

Robert Blythe

**Preston Rowland / lead
VACANT**