



keeping watch on your inventory



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

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

June 16, 2021 | Issue: 14

Communication

Hello everyone, happy summer. I hope everyone is able to take a vacation and enjoy some time away after the past year of being stuck inside.

Getting items to Surplus

We have learned over the last couple weeks that many departments are not aware that they can bring items to surplus themselves, please feel free to bring over anything you have to surplus if you are able anytime we are open or we can make arrangements outside of those times. I believe you can even rent a truck or van from Facilities if you need.

We also learned that there are a couple departments/buildings that have come up with a great idea and put together their own 'marketplace' to share items they no longer need and may be needed by other folks within the same department/building, saving trips to surplus altogether. There are also some that pool all their items together and split the cost for a third party mover like Berger to make one big trip to move items to surplus.

Moving and Hauling Services has agreed to help out with getting things moved as needed and should no longer be denying any service requests you may submit. We are doing away with the Surplus Request (non-tagged) form, so you no longer need to complete one of those, just submit a work order request for your non-asset items for Moving and Hauling in the usual manner. *If you have previously sent a request for surplus pickup to Moving and Hauling Services you will need to please resubmit those.*

Any asset pickups will be arranged through the surplus department by submitting a Surplus Request (assets only) form to Surplus@unt.edu. Pickup requests of assets are being scheduled through Surplus, but are currently backlogged.

Thank you for your patience during this time.

As a reminder the doors for the Surplus Warehouse are open Monday thru Thursday from 8:00-Noon. If you need to drop something off at another time please email Surplus@unt.edu or call Preston at 940-369-7199.

Thanks!

Jimmy Grounds - Assistant Director

We are looking for a part time student assistant at the Surplus Warehouse if you know of anyone looking.

Please have them contact Preston Rowland in surplus.

Annual Physical Inventory Certification update at the halfway point to have it done: only **10.9%** are complete!

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page 2

UNT Surplus Campus Re-Use

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 no longer needed. If you are needing items (desks, chairs, filing cabinets, office supplies, shelving, decor, computer monitors, etc...) for your office or department and would like to view what items are available, at no charge from Surplus, 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 or give us a call at 940-369-7199.

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

Frequently Asked Questions

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

What is the address for the Surplus warehouse?

The UNT Surplus warehouse is located next to the Library Annex at: 925 Precision Drive, Denton, TX 76207.

Can I drop off our Surplus items?

Yes, items may be dropped off at the Surplus Warehouse Mon-Fri from 8:00-12:00. You will need to bring a printed copy of your completed Surplus Request form. Please call ahead for availability at 940-369-7199.

Does Surplus still host viewing times for campus re-use?

Viewing for campus reuse is Mon-Thu from 8:00-12:00. Please call ahead for availability at 940-369-7199.

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**