



The Eagle Eye

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

July 1, 2021 | Issue: 15

Communication

HAPPY SUMMER and in case you didn't know or need a reason to eat some Neapolitan July is national ice cream month :)

Reminder - all Annual Physical Inventory Certifications are due by no later than Monday August 2. If you have not completed yours yet, expect some weekly reminders. Please let us know if you need assistance because this date cannot be extended.

Big thank you to the Moving & Hauling team of Kirk Lowe, Joe Benavides, Paulo Rico, and Alex Castorena for their assistance with moving the non-asset items to Surplus, they are doing a great job!

As we mentioned in the last Eagle Eye issue, if the departments can bring items to Surplus themselves that would be a great assistance to us all. But you ask, 'we don't have a truck to move things in'? Well, we have a solution for this, we are now letting departments borrow our Surplus pickup truck under the following conditions:

To be borrowed by authorized UNT departments to bring items to the Surplus Warehouse only.

Pickup must be operated only by approved drivers through Risk Management.

Borrowing department will be liable for any and all damages caused while in possession of pickup.

Pickup can be scheduled to borrow Mon-Thu from 8:00 to Noon for no more than two consecutive hours.

We have a sign-out sheet for the use of the pickup. Please make sure and check for availability.

When emailing or calling about the status of an asset you sent to Surplus that still shows on your inventory, please provide as much information you can gather. Info such as tag number, serial number, Dept ID, date when it went to Surplus, a copy of the Surplus Request form, any emails with pertinent information, etc. Remember to always keep a copy of your Surplus Request forms for at least 2 years, in case it's needed for future reference.

Note - Surplus will not be accepting any inventoried assets after July 15 so that the annual physical inventory certification process can be completed there. Surplus will resume accepting inventoried assets during the first week in August.

Thanks!
Jimmy Grounds - Assistant Director

We have hired a new warehouse clerk for surplus that will be starting July 5, but we are still 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 with a month left until due: only **15.4%** are complete!

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Working from home?

Remember the following requirements must be met for off-campus use of UNT property (*including working from home on a temporary or permanent basis*): A UPCR form, (available on our website), must be completed authorizing off-campus use of any UNT asset. Email a copy to Asset Management and keep a copy on file in the department. This form will need to be resubmitted annually. The department inventory coordinator must update the asset record in EIS with the "This Asset is Off-site" box checked. Please ensure that the custodian is up to date and keep the location of where the asset would be if it were on campus.

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_IN SVC_ASSETS_YRLY_INVENTORY" in the myfs.unt.edu query viewer. More detailed instructions can be found on the Asset Management website.

I found an asset without a UNT tag. What do I do?

Check your inventory list for the asset serial number. If the asset is not listed on your departmental inventory, complete the 'Found Asset Not on Inventory' form and submit it 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, and a missing report will need to be submitted each year until the time it is removed.

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**