



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

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

July 15, 2021 | Issue: 16

Communication

Gooday All!

TODAY WE ONLY HAVE ONE VERY IMPORTANT MATTER TO PASS ALONG.

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

- March 1 (and following) - Eagle Eye Newsletter will begin focus on upcoming inventory preparation; including organizing areas, updating custodians, verifying locations, making any needed transfers, randomly self-checking inventory, Q & A, moving items to Surplus, submitting required forms such as Missing/Damaged/Stolen or Found, University Property Custody Receipt forms, etc.
- May 3 - FY 21 inventory to begin, official email with instructions to be sent out to all department Designated Inventory Coordinators.
- May 17 - Eagle Eye reminder that all inventory instructions should have been received and mention this inventory process timeline.
- **July 26 - Asset Management to begin calling Inventory Coordinators to notify of quickly approaching inventory due date and offer any needed assistance.**
- **August 2 - Annual Physical Inventory Certification due to A.M.**
 - o **If not received, email Inventory Coordinator and copy Department Manager about overdue status.**
 - **Inform in email that Department Manager is next escalation point in 1 week.**
 - **Send compiled list of non-compliant inventory departments/ coordinators to AVP Budget.**
 - o **If not received by August 9, escalate to Department Manager and email notification of non-compliance, copying Inventory Coordinator.**
 - **Inform in email that AVP Budget is next escalation point in 1 week.**
 - **Send 2nd compiled list of non-compliant inventory departments/ coordinators/managers to AVP Budget.**
 - o **If not received by August 16, escalate to AVP Budget for review with respective department VP's and SVP Finance & Administration.**
- **August 31 - Annual inventory records complete and available for State inspection.**

Thanks!
Jimmy Grounds - Assistant Director

Annual Physical Inventory Certification update with two weeks left until due: only 39.7% are complete!

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*Today is the last day for Surplus to receive any assets.
We will be resuming the receipt of assets the week
after the end of inventory (Aug.2).
You are still able to arrange the delivery of non-assets
as usual.*

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.

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**

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