



# The Eagle Eye

A monthly email newsletter from your Asset Management team.

August 16, 2021 | Issue: 17

## Communication

### **Gooday All!**

**Today we move in to phase 3 of non-compliance with inventory certifications. Please make the completion of your department's annual physical inventory certification a priority this week.**

**Thank you to the 395 departments that have submitted inventory.**

On time Annual Physical Inventory Certification submission:  
**91.8%**  
Great job everybody!

Starting with today's issue of the Eagle Eye we are moving to a monthly delivery of the Eye. Look for it on the 15th of each month.

If you are receiving this and would rather not please let me know. If someone should be receiving this that is not please let me know as well.

- 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.
  - 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.
    - 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.
      - **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

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*As many of you are aware, there are currently no employees working at our Surplus warehouse. We appreciate your continued patience as we go through the process of filling the open positions. The lead position has been offered, but we still have a clerk position and a student assistant position to fill.*

To get items to Surplus please consider the following means:

Moving & Hauling services;

Have someone from the department bring items to Surplus, (If a vehicle is needed, ask about the loan of the Surplus pickup truck, it has a lift-gate!);

Third party moving company such as Berger Allied.

The normal hours the doors are open at Surplus are Mon-Thu from 8-12, we can make arrangements if this time does not work for you. Please contact us at 940-369-7199 or Surplus@unt.edu.

## Frequently Asked Questions

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

*Can I take my laptop/iPad/tablet home?*

Yes, if you have a signed Property Custody Receipt on file with Asset Management and your department's Designated Inventory Coordinator has marked the asset as "offsite" in EIS.

*Can I take my desktop computer home?*

As a general rule, no desktop computers should ever be removed from campus because they are not encrypted. However, if approved by your department head and the Property Custody Receipt signed off by your Departmental IT Lead, then it could be allowed with the same requirements as the above question.

*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](mailto:Asset.Management@unt.edu)**

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Emily Calvert / administrative coordinator**

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**VACANT / lead  
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