



keeping watch on your inventory



DIVISION OF FINANCE  
& ADMINISTRATION  
Asset Management

# The Eagle Eye

A monthly email newsletter from your Asset Management team.

September 15, 2021 | Issue: 18

## Communication

***Hello to everyone, especially the new folks this year!***  
**It's been a great start this year for UNT. We have record enrollment, almost all of the faculty/staff/students are back on campus, great weather, and a bright future ahead.**

**BIG THANKS TO THE HARD WORK OF ALL DEPARTMENTS FOR THIS YEAR'S ANNUAL PHYSICAL INVENTORY CERTIFICATION - 100% RETURN BY AUGUST 16!**

Please welcome our new Surplus warehouse lead, Chad Freeman. Many of you know him, he's been around campus a while.

We have regenerated our list of Eagle Eye recipients, so if you are receiving this newsletter and would rather not please let me know. If someone should be receiving this that is not, please let me know as well.

As many of you are experiencing, and may know, we had some time at the Surplus warehouse without any staff, and I appreciate everyone's patience and assistance. We hired the new warehouse lead a couple weeks ago and are interviewing for the warehouse clerk position now. We also still have the student assistant position available, please send any recommendations our way. They will be out in the warehouse moving, organizing, cleaning, and assisting however needed; great for someone not wanting a sit down at a desk job.

At this time Moving & Hauling is still picking up furniture and non-tagged type items for delivery to Surplus. Also as an option, your department can bring any items to surplus anytime, just let us know if it is not during the time the doors are unlocked. To assist, we are loaning out our pickup with a lift-gate for departments to bring items to Surplus, the driver must be RMS certified; please check for availability.

As a reminder the doors of Surplus are unlocked Mon-Thu from 8 to 12. We can make arrangements outside of these times to accommodate any deliveries coming our way. Contact us at [Surplus@unt.edu](mailto:Surplus@unt.edu) or 940-369-7199.

Even though we have had more faculty and staff coming to Surplus to reuse items and take back to campus, we are still almost completely full of all kinds of things. Please come by the warehouse to see what you can find that you may need or want for your work area. We still have folks that do not know this is available for them and could be a significant cost savings for your department.

We will be starting up our surplus auctions real soon, so be on the lookout for items you may need or want for your home at [PublicSurplus.com](http://PublicSurplus.com).

Thanks!  
Jimmy Grounds - Assistant Director

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## 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, and DVD players 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](mailto:asset.management@unt.edu) or check out our website at [AssetManagement.unt.edu](http://AssetManagement.unt.edu).

## Frequently Asked Questions

Please send any questions you would like addressed to [\*\*Asset.Management@unt.edu\*\*](mailto:Asset.Management@unt.edu).

*What is Central Receiving's address?*

There are two Central Receiving locations in Denton: main campus CR and Discovery Park CR.

**Main Campus CR:** (PO Number and Name/Department)

2310 N. I-35E

Denton, TX 76205

**Discovery Park CR:** (PO Number and Name/Department)

3940 N. Elm, H142

Denton, TX 76207

*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

*Inventory 101 - Knowing what you got and where it's at.....at all times!*

### ASSET MANAGEMENT

<https://assetmanagement.unt.edu/>  
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Ryan Shoulders / lead  
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Chad Freeman / lead  
VACANT