



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team.

October 15, 2021

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Communication

Hello and Happy Friday to everyone!

Thanks again for all the help in getting items to the surplus warehouse. It's been a first time experience for many people coming to surplus and they did not realize what we had here to offer. That being said, we have had a greater quantity than ever of items returning to campus for re-use in the past few months, saving departments money that could be used elsewhere. Some folks that have been out compare it to a garage sale or flea market and have spent hours gathering items to take back to their office. We would like for you to come out to take a look at the thousands of items that are here.

We now have our full time staff on board and will be returning to picking up assets next week, there is however a backlog from the last couple of months and we appreciate your continued patience. Moving & Hauling will continue to pick up non-tagged items. We welcome and encourage you to still bring your items out and 'shop' Surplus while you are here, you might just find what you weren't looking for. As a reminder, we do loan out our pickup truck to assist with bringing items to the surplus warehouse, please call ahead to schedule.

If you have tagged items at Surplus to be returned to your location please pick those items up or make sure that you have submitted a work request to Facilities Moving & Hauling to have them delivered.

We will continue to make changes and improvements in efficiency at Surplus and will keep you up to date as those take place.

Thanks!
Jimmy Grounds - Assistant Director

Please welcome our new Surplus warehouse clerk, Ken Horn. Many of you know him, he's transferred over from recycling. Still looking for student assistants.

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.

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Cooler weather makes it better to go ride your bike.....you don't have one? Well, we will once again host another faculty & staff bike sale next week Oct. 18-22. All bikes will be \$25 each with a limit of 2 per person. Debit and credit cards only will be accepted for payment. Proceeds after expenses will be donated to one of our great UNT student assistance programs. Please raise awareness of the sale to other faculty and staff that do not receive the Eye.

As a reminder we no longer have the public sales of excess surplus items on Tuesdays. They are now offered through PublicSurplus.com, the first auction in a few months is now live, check it out.

Frequently Asked Questions

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

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.

How do I transfer an asset?

Only Asset Management can transfer an asset from one department to another in EIS. To request a transfer, email asset.management@unt.edu the asset IDs or tag numbers to be transferred, the gaining department's Dept ID, and the losing department's Dept ID. Be sure to copy the gaining/losing department, as their explicit approval is required before a transfer can be processed. More information regarding transfers can be found on our website, AssetManagement.unt.edu.

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

ASSET MANAGEMENT

<https://assetmanagement.unt.edu/>
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Denton, TX 76205
940-565-2391**

**Central Receiving
(Discovery Park)
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Denton, TX 76207
940-565-4680**

**Surplus Warehouse
925 Precision Drive
Denton, TX 76207
940-369-7199**

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