



keeping watch on your inventory



DIVISION OF FINANCE  
& ADMINISTRATION  
Budget Office

# The Eagle Eye

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

December 1, 2020

Issue: two

## Communication

Good day all! Well we got the first "Eye" out and had lots of good feedback, including some with which we made a couple of changes. Please remember that this is a tool with the goal of improving the accuracy and efficiency of your annual inventory process. So we welcome any suggestions you might have to help with that goal.

Today I wanted to inform you about the 'First Fridays with the Budget Office'. First Fridays with the University Budget Office is a monthly informational session to notify users of any financial-related changes, enhancements, or updates that could have an impact on a department's budget or on their routine processing. It is suggested that anyone who manages/reconciles budgets attend. No registration is required, just go to the University Budget Office website at <https://budget.unt.edu/welcome> and go to the training calendar link and click on First Friday. The sessions are on the first Friday of every month at 2:00pm and usually last about an hour. *You'll find attached to this email a requisition help from Joseph that will be a small sampling of what you'll see on Friday.*

Thanks again for all the hard work from everyone in contributing to the 100% return of the FY20 inventory certifications!

Jimmy Grounds – Assistant Director

### Can I take this home?

Can I take my laptop/iPad/camera off campus? Sure! IF you can answer YES to each of the following questions:

- Is your department's Inventory Coordinator aware?
- Do you have the approval of your department head?
- Have you submitted a University Property Custody Receipt?
- Is it for official UNT business?

Can I take my desktop computer off campus? This one's a bit trickier. Desktops are not encrypted and should not be removed from campus without written approval from both your department head and your department's IT manager. If you have approval from the necessary parties, then make sure you can answer YES to all of the questions listed above!

Coordinators, be sure to update the asset as "off-site" in EIS!

### **Additional information from last weeks "EYE":**

When we gave examples of Controlled Assets; projectors, cameras, A/V equipment, televisions, DVD players and such, these are controlled with a cost of \$500-\$4,999. If an item in a controlled category crosses the \$5,000 threshold, it then becomes a capital asset.

Also, Locally Controlled Assets are assets that are controlled by UNT, regardless of the cost.

**Speaking of the University Budget Office, who is the new AVP of Budget & Analytics?**

**That would be .....  
Walter Itoman, you can meet him on 'First Fridays'!**

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## Maintaining Your Inventory Items

Regular maintenance of your department's assets is crucial to keeping accurate records, and significantly reduces your workload for annual inventory. There are two important details to mark in the asset record whenever changes occur:

- Custodian
- Location

Custodian: The individual who sees/uses the asset most regularly, or is most likely to notice if it is missing.

Location: The physical location of the asset, notated with the building mnemonic and room number (e.g. USB 135, ADMN 201).

For more information on how to make these updates, visit <https://assetmanagement.unt.edu/eis-asset-module>.

## Frequently Asked Questions

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

*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

*Can I drop off our Surplus items?*

Yes, items may be dropped off at the Surplus Warehouse Mon-Fri from 8:00-12:00. You will need to bring a printed copy of your completed Surplus Request form. Please call ahead for availability at 940-369-7199.

*Does Surplus still host campus viewing times?*

Viewing for campus reuse is Mon-Thu from 8:00-12:00. Please call ahead for availability at 940-369-7199.

*What is 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)

### 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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