



UNT | DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team.

November 15, 2021 | Issue: 20

Communication

Hi everybody!

It's getting that time of year to sit around a fire, eat good food that seems to only come out in the last couple months of the year, and spend quality time with friends and family. I hope you all enjoy :)

UNT Surplus Campus Re-Use

So many people have come out to the Surplus Warehouse over the last few months, even so, you should come again and check out the progress on things getting cleaned up and organized. Chad, Ken, and Rey are always glad to assist you as they can.

UNT Faculty/Staff can come to the Surplus warehouse to view, pick up or drop off items for UNT campus reuse M-Th 8am-noon, appointments not needed. If you are needing items (desks, chairs, filing cabinets, office supplies, shelving, decor, tables, etc...) for your office or department and would like to view what items are available, at no charge, please stop by the warehouse between 8am-noon, Monday through Thursday. The UNT Surplus address is 925 Precision Dr. Denton TX 76207.

If you need to view the re-use items outside of the listed days/times, please email us at surplus@unt.edu or give us a call at 940-369-7199.

Check out the Campus Reuse guidelines at AssetManagement.unt.edu/unt-surplus as well as other valuable information for all your Surplus questions.

Thanks!
Jimmy Grounds - Assistant Director

We can finally welcome our new student assistant "Rey" to surplus. Ken and Rey are starting to go out in the afternoons and pickup surplus requests for assets that have backed up over the last few months. We appreciate your patience as we catch up this backlog.

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Working from home?

As many people are now working from home on a permanent basis we wanted to remind you of the following requirements for off-campus use of UNT property (including working from home on a temporary or permanent basis):

An UPCR form, (available on our website), must be completed and emailed to Asset Management and a copy kept on file in the department. The UPCR is required annually. The department inventory coordinator must update the asset record in EIS with the "This Asset is Offsite" box checked.

Please complete and submit UPCR forms and update EIS information asap.

Thank you.

Frequently Asked Questions

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

Can I have access to update assets in EIS?

Asset Management Self-Service Access is given only to those who have completed the Inventory Coordinator Training Program on UNT Bridge, and is reserved for those that require it such as Inventory Coordinators and their helpers.

Email asset.management@unt.edu for more information.

Can I purchase assets on a Pcard?

No, as a general rule. If so in emergency situations, not without a signed Pcard Exception Request from the Pcard team. This Exception Request is required before the purchase is made. If you do purchase an asset via Pcard, please have it shipped to Central Receiving and send the signed Exception form and a completed Controlled Item Code form to us at asset.management@unt.edu. Assets will be held until proper documentation has been received.

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**

**Jimmy Grounds / assistant director
Emily Calvert / administrative coordinator**

**Ryan Shoulders / lead
Kiara De Santiago-Cruz**

Robert Blythe

**Chad Freeman / lead
Ken Horn**