keeping watch on your inventory

Communication

Good day everyone, thanks for taking a few minutes to read this issue of the Eye, where you will find helpful information concerning all things relating to Asset Management.

The annual physical inventory certification is underway and if you have not received instructions and should have, please let us know asap.

As a reminder here is the new time line for submitting your inventory records to Asset.Management@unt.edu:

FY22 Annual Inventory time line

•May 2 – FY 22 inventory to begin, official email with instructions have been sent out to all department Designated Inventory Coordinators.

•August 1 – Annual Physical Inventory Certification due to Asset Management.

   If not received August 1, an email will be sent to the Inventory Coordinator and copy their Department Manager about overdue status.
   Inform in email that Department Manager is next escalation point in 1 week.
   A compiled list of non-compliant inventory departments/coordinators will be sent to the AVP Budget for review.
   If not received by August 8, an email will escalate to the Department Manager with notification of non-compliance, copying the Inventory Coordinator.
   Inform in email that the AVP Budget is next escalation point in 1 week.
   A 2nd compiled list of non-compliant inventory departments/coordinators/ managers will be sent to the AVP Budget for action.
   If not received by August 15, escalation to the AVP Budget will take place for review with respective department VP's and the SVP Finance & Administration.

   The annual physical inventory certification is required by the State of Texas FPP N.005.

   Thanks!
   Jimmy Grounds - Assistant Director

The Eagle Eye

Printed newspapers and magazines.........who gets those anymore? So how can I get a dated picture of computers that are being used from home you ask? Well here you go:
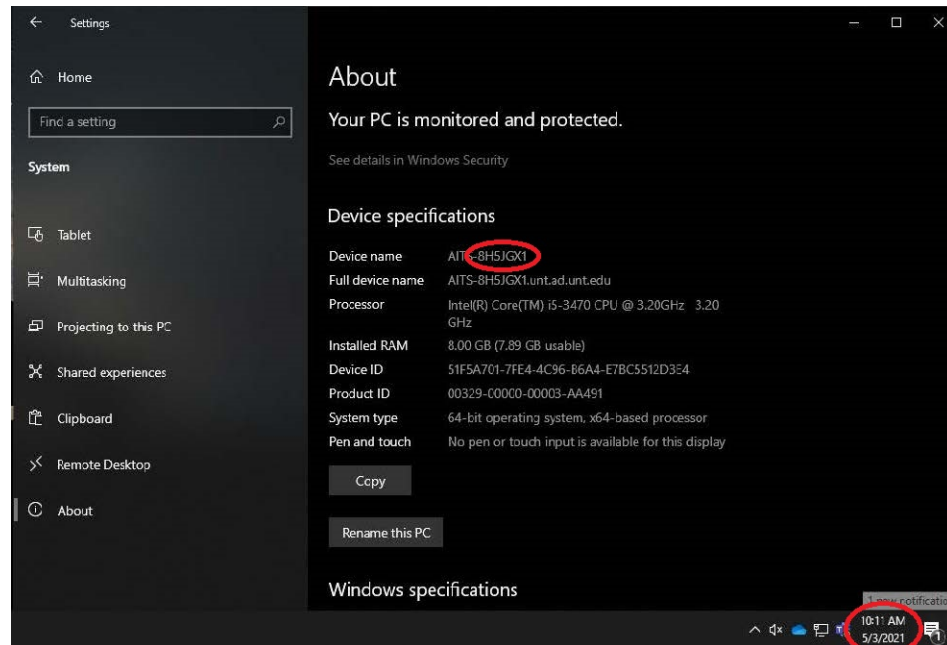
Go to Start menu,

Click on Settings,

Go to System,

Scroll down on left side to About and click on it,

Take screen shot or picture for verification;

Notice the Device name contains the serial number and you will have the date / time on the bottom right of tool-bar.

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 University Property Custody Receipt (UPCR form) on file with Asset Management and your department. The inventory coordinator needs to make sure the custodian is correct and the "This Asset is Offsite" box is checked in the Update an Asset screen. Also, the location would remain as the usual on-camplus location of the asset.

What if I work from home 100% of the time and do not have an on-campus office?

Make sure you have a signed University Property Custody Receipt (UPCR form) on file with Asset Management and your department. The inventory coordinator needs to make sure the custodian is correct and the "This Asset is Offsite" box is checked in the Update an Asset screen. Also, the location would need to be changed to OFF SITE.

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
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Jimmy Grounds / assistant director
Emily Calvert / administrative coordinator

**Central Receiving
(UNT main campus)
2310 N. Interstate 35E
Denton, TX 76205
940-565-2391**
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**Ryan Shoulders / lead
Kiara De Santiago-Cruz**

**Central Receiving
(Discovery Park)
3940 N. Elm, H142
Denton, TX 76207
940-565-4680**
_____

Robert Blythe

**Surplus Warehouse
925 Precision Drive
Denton, TX 76207
940-369-7199**
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**Chad Freeman / lead
"Rey" Binhal - S.A.**