



keeping watch on your inventory



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team.

June 16, 2022 | Issue: 27

Communication

Hi, and happy summer to you all!

I hope everyone's annual physical inventory certification is going well. If you are having troubles, have questions, or need help of any kind please let us know early. You can email Asset.Management@unt.edu to contact us.

1/2

Inventory time is already half gone. We gave an extra month again this year after seeing how last year went with the pandemic.

Please don't wait until the last few days to get yours submitted.

Thanks for all that have already completed theirs!

We still get questions about the types of assets that we are required to inventory, so this is a repeat of the topic published in an earlier newsletter. 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, DVD players, etc., 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 or check out our website at AssetManagement.unt.edu.

Thanks!

Jimmy Grounds - Assistant Director

Inventory joke to brighten your day!

Boss: if I find you sleeping on the job one more time, you're fired

Employee: sorry boss

Boss: ok, now go and do the sheep inventory

Employee: oh no

Thank goodness we don't have any sheep or mattresses in inventory!

The Eagle Eye

page 2

In case you have not heard, 'First Fridays with the Budget Office' is now UNT Budget Broadcasts.

It is scheduled for every other month and is an 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 Budget Broadcast. The sessions are scheduled for the rest of the calendar year at 2:00pm and usually last about an hour:

Thursday August 4 at 2:00 PM

Thursday October 6 at 2:00 PM

Thursday December 8 at 2:00 PM

If you are subscribed to UNT Budget News, you will get a meeting invite directly to your inbox. If you would like to be added to UNT Budget News, please email Budget.Office@unt.edu.

Frequently Asked Questions

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

Do people have to pay for a missing/stolen asset if they are found liable?

Yes, please complete a Missing Property Investigation Statement and if during the departments' investigation, you determine that the person(s) have been negligent and are liable, then they are responsible for the cost of replacement of the asset. Please reach out to Asset Management, there may be additional documentation needed.

I am purchasing using HEERF Coronavirus funds and assets are not in my inventory?

Purchases on these funds default to Dept ID 299999. Please include the inventory Dept ID in the requisition notes so that we can quickly access as to where the assets need transferred to. You should also send a short email to Asset.Management@unt.edu at the time of purchase so department changes could be made at receipt.

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**

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

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

Robert Blythe

**Chad Freeman / lead
"Rey" Binhal - S.A.**