



# The Eagle Eye

A monthly email newsletter from your Asset Management team.

July 15, 2022 | Issue: 28

## Communication

**Gooday All!**

**TODAY WE ONLY HAVE ONE VERY IMPORTANT MATTER TO PASS ALONG.**

**Reminder - all Annual Physical Inventory Certifications are due by no later than Monday August 1. If you have not completed yours yet, you will receive my weekly friendly email reminders starting Monday. Please let us know if you need assistance because this date cannot be extended.**

### 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

Annual Physical Inventory Certification update with two weeks left until due: only 34.5% are complete! We are 5 points short of last year's pace.

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*Today is the last day for Asset Management to accept departmental transfers. You are still able to continue to update your asset custodians and locations.*

*We will be resuming the transfer of assets the week after the end of inventory (Aug.1).*

*Please make arrangements to have all surplus assets delivered to Surplus by the end of next week.*

*These cutoff dates allow for us to have time to make changes as necessary before inventory due date.*

*Thanks for your cooperation and understanding.*

## **Frequently Asked Questions**

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

*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](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.

***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.**