



keeping watch on your inventory



DIVISION OF FINANCE  
& ADMINISTRATION  
Asset Management

# The Eagle Eye

A monthly email newsletter from your Asset Management team.

August 15, 2022

Issue: 29

## Communication

### Gooday All!

**This week we move in to phase 3 of critical non-compliance with inventory certifications. Please make the completion of your department's annual physical inventory certification a priority this week.**

**Thank you to the 386 departments that have submitted inventory.**

### 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

On time Annual Physical Inventory Certification submission: 90.9%  
This is down from last year by one percentage point. Still, great job everybody, we appreciate your hard work!

Please welcome Joe Benavides to our Surplus team, you all know him well from the Moving Services team. He will be a great asset at Surplus!

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*As many of you are aware, with August being the end of fiscal year, the finalizing of annual inventory, fall classes beginning, the new Frisco campus soon to come on-line, and it looks like another record enrollment forthcoming, this is the busiest time for the Asset Management team, including Central Receiving and Surplus. Please be patient and expect delays in support and service.*

*Remember that as FY22 purchase orders are closed for fiscal year-end, to include the old p/o number in the receiving comments on your new FY23 replacement purchase order.*

## **Frequently Asked Questions**

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

*Can I purchase assets on a Pcard?*

No, as a general rule. If so, 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, be sure to 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](mailto:asset.management@unt.edu). Assets will be held until proper documentation has been received.

*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.

*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  
Mounica Dantu - S.A.**

**Chad Freeman / lead  
Joe Benavides**