



keeping watch on your inventory



UNT | DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team.

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Communication

Happy New Fiscal Year!

Hello to everyone, especially the new folks this year! It's been a great start this year for UNT. We have record enrollment again this year, students are back on campus, great weather, and a bright future ahead.

BIG THANKS TO THE HARD WORK OF ALL DEPARTMENTS FOR THIS YEAR'S ANNUAL PHYSICAL INVENTORY CERTIFICATION - 100% RETURN BY AUGUST 24!!

What is a surplus item and what is done with it you may ask?

University owned items that have reached the end of their useful life or are no longer needed are considered surplus. These surplus items are dispositioned through the Asset Management Surplus department via the Surplus Request form. The Surplus department determines if these items are suitable for reuse, recycle, or resale and makes available for donation to local ISD's or non-profit 501(c)(3) organizations.

- Items for reuse are held for a period of time or as space is allowed to go back to campus in an effort to complete the life cycle of the item and save the department monies that would have been spent for new. Items for reuse are also made available for donation to certain groups. Computing devices and monitors do not go back on campus for reuse.
- Items for recycle may include metal objects not suitable for reuse or resale and sent to a local metal recycling plant. Certain electronic components including computing devices, hard drives, servers, batteries, televisions, lasers, etc. are sent to an 'e-recycler' for disposition in an environmentally friendly process. Note - all storage media is DoD or SSD Secure erased or destroyed via shredding.
- Items for resale are published through a third-party on-line auction company that is open to the general public. The auction company processes all financial transactions providing receipts to the winning bidder presented to Surplus personnel at time of pick up. Computing devices are not sold to the general public.
- Any other items that are determined to not be suitable for reuse, recycle, or resale are placed in the waste receptacle for delivery to a local landfill. An effort is made to make this minimal.

Thank you, and have a great day!
Jimmy Grounds - Assistant Director

We have regenerated our list of Eagle Eye recipients, so if you are receiving this newsletter and would rather not please let me know. If someone should be receiving this that is not, please let me know as well.

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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, and DVD players 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.

Frequently Asked Questions

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

What is the Central Receiving address?

There are two Central Receiving locations in Denton: main campus CR and Discovery Park CR.

Main Campus CR:

2310 N. I-35E
Denton, TX 76205

Discovery Park CR:

3940 N. Elm, H142
Denton, TX 76207

What is the address for the Surplus Warehouse?

The UNT Surplus Warehouse is located next to the Library Annex at:
925 Precision Drive - Denton, TX - 76207

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

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