



DIVISION OF FINANCE
& ADMINISTRATION
Asset Management

The Eagle Eye

A monthly email newsletter from your Asset Management team.

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Communication

UPDATE for surplus process:

If you need to retire a computer or other IT-related item that has storage capabilities, you're no longer required to erase or wipe or remove the hard drive before sending it to surplus at UNT. The erasure process will be completed through an agreement with the 'e-recycler' supplier. But, you will still need to ensure that computers are removed from software management tools such as *Apple School Manager* before sending to surplus. The new arrangement was created by the Asset Management Surplus team, the Office of General Counsel, and Vice President Adam Fein's IT Tactical Team to help make this process easier.

The PDF version of the Surplus Request (assets only) form found on the front page of the Asset Management web-page Forms section will soon be going away, to be replaced by the on-line electronic Surplus Request e-form found in the Surplus tab on the web-page. Many of you have been testing this e-form, and though we still have a couple of tweaks, it's currently live and ready to use. This new e-form will allow the submitting departments and the surplus office to better search for assets sent to Surplus as well as having a more central location for the organization of documents. As a reminder, any assets sent to the Surplus warehouse must have the required Surplus Request; this includes vehicles sent via the Automotive department, computers sent via your IT department, or any asset that is delivered to Surplus by the department, Moving Services, or outside moving company.

All Surplus process and procedures, along with any needed forms including the new e-form, and links can be found on the Asset Management web-page <https://assetmanagement.unt.edu/unt-surplus>.

Please reach out to Chad Freeman if you have questions or need assistance. He can be reached at Surplus@unt.edu or 940-369-7199.

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

With the departure of Kiara, we now have a couple of full-time Warehouse Clerk positions open at Central Receiving. We have thankfully filled all of our student assistant positions.

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Requisition Reminders:

- The 'ship to' field is to where the vendor/supplier will ship the items; specify the correct Central Receiving, Main Campus CR (USB 135) for Denton or NTDP CR (H142) for Discovery Park.
- The 'location' field is to where the Central Receiving team will make the final delivery of your items.
- Ensure the requisition lines match the line items on the quote, including the description. This is typically the same description that comes on the packing slip and on the invoice making it easier in the receiving and payment processes.
- Ensure the 'category codes' are correct, these will determine if asset and inventory tracking is required.

Frequently Asked Questions

Please send any questions you would like addressed to **Asset.Management@unt.edu**.

When can I drop off items at the Surplus Warehouse?

The doors are open Monday thru Thursday from 8:00 am to 12:00 noon. You can come by anytime during these hours to drop off, pick up, and/or look around for what's available for campus reuse. If you are not able to come during this time please reach out to the Surplus team to make arrangements for later in the day.

Can I pick up items at Central Receiving?

Yes you can, but please call ahead to make sure the items have been received and are available, and that they are not already out for delivery.

Can I take my laptop/iPad/tablet home?

Yes, if you have a signed Property Custody Receipt on file with AM and your department's Inventory Coordinator has marked the asset as "offsite" in EIS.

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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