



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

Hi everybody!

It's getting that time of year to sit around a fire, eat good food that seems to only come out in the last couple months of the year, and spend quality time with friends and family. I hope you all enjoy :)

UNT Surplus Campus Re-Use

So many people have come out to the Surplus Warehouse over the last few months, even so, you should come again and check out the progress on things getting cleaned up and organized. Chad, Joe, and Reddy are always glad to assist you as they can.

UNT Faculty/Staff can come to the Surplus warehouse to view, pick up or drop off items for UNT campus reuse M-Th 8am-noon, appointments not needed. If you are needing items (desks, chairs, filing cabinets, office supplies, shelving, decor, tables, etc...) for your office or department and would like to view what items are available, at no charge, please stop by the warehouse between 8am-noon, Monday through Thursday. The UNT Surplus address is 925 Precision Dr. Denton TX 76207.

If you need to view the re-use items outside of the listed days/times, please email us at surplus@unt.edu or give us a call at 940-369-7199.

Check out the Campus Reuse guidelines at AssetManagement.unt.edu-surplus as well as other valuable information for all your Surplus questions.

Thanks!
Jimmy Grounds - Assistant Director

Please welcome our new warehouse clerk, Brett Beck. We hope to have the other warehouse clerk position filled in the next couple of weeks.

I would also like to recognize our student assistants, Mounica Dantu at Discovery Park, Reddy Enimireddy at Surplus, and Rushik Gangam at Central Receiving.

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Upcoming Winter Holiday Break!

As a reminder Central Receiving will be closed during the Winter Holiday break. Any shipments to Central Receiving during this time via FedEx/UPS/DHL/USPS/Freight will be held at their locations for redelivery to campus during the first week of January. **Amazon will not hold packages and will be left outside at the intended address, I would recommend not ordering anything from Amazon if it cannot be delivered before we leave, since it will be left outside unsecured.**

Frequently Asked Questions

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

Can I have access to update assets in EIS?

Asset Management Self-Service Access is given only to those who have completed the Inventory Coordinator Training Program on UNT Bridge, and is reserved for those that require it such as Inventory Coordinators and their helpers. Email asset.management@unt.edu for more information.

Can I purchase assets on a Pcard?

No, as a general rule. If so in emergency situations, 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, please 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. Assets will be held until proper documentation has been received.

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

Jimmy Grounds / assistant director
Emily Calvert / administrative coordinator

Central Receiving
(UNT main campus)
2310 N. Interstate 35E
Denton, TX 76205
940-565-2391

Ryan Shoulders / lead
Brett Beck
VACANT
Rushik Gangam - S.A.

Central Receiving
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3940 N. Elm, H142
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Robert Blythe
Mounica Dantu - S.A.

Surplus Warehouse
925 Precision Drive
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Chad Freeman / lead
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