



keeping watch on your inventory



DIVISION OF FINANCE & ADMINISTRATION
Asset Management

The Eagle Eye

A bi-monthly email newsletter from your Asset Management team.

January 15, 2021

Issue: IV

Communication

Happy New Year 2021! We hope you all had a restful and safe Winter Holiday.

As we kick off the year with increased students/faculty/staff on campus I thought it would be good to make mention of the proper Surplus procedures. This has come to light as we once again are cleaning out the hallway CH100 out at Discovery Park. This area is not an authorized storage area and has become unsafe and unsightly. Here are the 'Surplus Request Guidelines' which are available on our website:

1. All requests must be submitted using the Surplus Request form and sent as an attachment to surplus@unt.edu. (We no longer accept hand written or faxed requests).
2. Placing items in a hallway or dock area with a "Surplus" note will no longer be picked up by UNT Surplus without a submitted request form. It is recommended that items stay in place until removed.
3. Requests will be handled in the order they are received. If you need items picked up on a certain day or time, please email us first to see if we will be available in the time frame needed.
4. For large-scale requests, (relocations, large quantities of furniture, lab equipment, etc.), it may require the use of UNT Moving Services or an outside moving company.
5. Requests labeled urgent will be handled on a case-by-case basis. Only items listed on the request form will be picked up. Please ensure that surplus items are easily identifiable and not mixed in with other items.
6. Any request that has an asset on it must be checked off and signed by surplus personnel and a department representative. If a correction on the quantity, description, or tag number must be made on the form, we can either cross out the incorrect information and rewrite the adjustment to be initialed by the department and surplus representative, or print a new form with the necessary corrections and attach it to the appropriate item(s).
7. Asset numbers should be listed in the UNT Asset Tag# column, and item descriptions in the description column.
8. **ONLY ONE ASSET NUMBER PER LINE** -- If a request has more than one asset per line, it will be sent back to the department to be corrected. The only exception for this is if the asset has more than one number assigned to it (such as an asset tag and serial number, i.e. 117845/DQHMM1).
9. For computers -- all hard drives must be erased AND REMOVED when possible including laptops. If the hard drive is unable to be removed, it must be erased and reset to factory defaults prior to request submission (contact your department's IT staff with any questions). You may send the removed hard drive(s) to surplus to be destroyed if needed.
10. Surplus can only move items from the department to the surplus warehouse. Items moving from room to room or from the warehouse back to campus (after being reserved during a campus reuse showing) must be transported by the department or Moving Services.
11. Surplus cannot take the following items:
 - Chemicals or Paint
 - Open printer toner cartridges
 - Food/Beverage, or Trash/Cardboard (contact Recycling)
 - Glass including: lab beakers, light bulbs, vases, glass tabletops, and mirrors
 - Appliances with freon (all items with freon must be evacuated by Facilities before they can be picked up)
 - Furniture/equipment that were built or assembled on site, as well as oversized furniture items, (at the discretion of surplus personnel)
 - Books
12. Any item that is attached to a wall, ceiling, or floor must be unattached before it can be removed. This also applies to items consisting of multiple units, such as L-shaped furniture, desks with hutches, or shelving taller than a standard doorway.
13. Equipment must also be disconnected from any gas, water, or electrical lines.
14. Please notate the measurements of furniture items, (7' bookcase, 3-drawer file cabinet, etc.), as well as if the items are on wheels. This helps us know what equipment to bring.
15. If a pickup requires access to a secure/locked location, please notate it on the request form along with necessary contact information.
16. For any questions regarding surplus pickup, please contact the surplus warehouse at (940) 369-7199.

Notice-

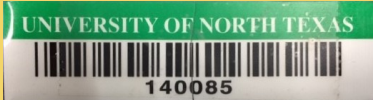
We have new RFID tags now being installed on assets.

The green tags are gone and are replaced with a black & white tags, which still function the same.

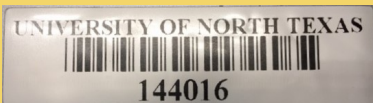
If you have any unused green RFID tags please let us know asap so we can pick them up for immediate use.

This change gained us 66% in cost savings!

OLD



NEW



Jimmy Grounds – Assistant Director

The Eagle Eye

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Transfer it!

Q: Can I transfer owned assets from one department to another?

A: Yes, and the process is simple!

DONATING DEPARTMENT:

1. Address an email to the inventory coordinator of the receiving department with the subject line, "Asset Transfer."
2. In the body, provide the DeptID of both departments and a description of the item, including the tag number (or serial number, if applicable).

RECEIVING DEPARTMENT:

1. Reply to the email and CC Asset.Management@unt.edu with the message, "Approved."
2. Wait for confirmation from the Asset Management team, and then update the EIS asset record with the new custodian EmplID and location.

Recycling assets between departments is encouraged, as it prevents spending by extending the life of UNT's existing property. You can submit or reclaim items for campus reuse via Surplus, but a direct transfer is the quickest way for a department to have the first claim on equipment. Before submitting a surplus request, check with your neighboring departments and see if they could benefit from your unused goods. If you are transferring computers, don't forget to also check with your IT office to see if any reconfiguration is necessary. If you have any questions about what equipment and resources are available to you, we are here to help!

PLEASE COMPLETE TRANSFER PROCESS AS SOON AS IT HAPPENS AND DON'T WAIT UNTIL THE END OF INVENTORY TIME TO NOTIFY ASSET MANAGEMENT. TIMELY TRANSFERS MAKES IT EASIER FOR EVERYONE INVOLVED!

Frequently Asked Questions

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

Can I take my laptop/iPad/tablet home?

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

Can I take my desktop computer home?

As a general rule, no desktop computers should ever be removed from campus because they are not encrypted. However, if approved by your department head and the Property Custody Receipt signed off by your Departmental IT Lead, then it could be allowed with the same requirements as the above question.

When does inventory begin?

The Annual Physical Inventory process typically begins in May. Emails will be sent out to all Inventory Coordinators prior to the start of inventory.

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

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