



The Eagle Eye

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

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Communication

Good day and happy Monday everyone. It's been great seeing more students on campus. If you don't regularly interact with them, make sure and pass along a smile and a Texas howdy!

I wanted to first let you know that people are reading the Eagle Eye, and that is exciting for us here at Central Receiving and Surplus. Actions are being taken by 'you' that have not been done in the past. Questions are being asked by 'you' that have not come up in the past. Communication is taking place with 'all of us' that had fallen by the wayside in the past. Thank you for your involvement and we're looking forward to the future.

If at times you are having difficulty in locating a computer, reach out to your department's IT contact and see if they could ping the computer for you. It could save you a lot of time by telling you if the computer has been signed on to the system, when it was last signed on last, who signed on with it, and even possibly a location on where the computer is.

Just a reminder that the Central Receiving locations on the main campus and at Discovery Park are not storage locations. The limited space does not allow us to keep items on the docks for an extended period of time. Our policy is to try to have items in the receiving areas for no longer than 72 hours. Please work with Ryan and Kiara at main campus and Robert at Discovery Park to arrange delivery or pickup of any items that may have been there for a while; this would include gas cylinders of which are several at Discover Park.

Thanks - Jimmy Grounds - Assistant Director

Check it Out!

In last month's issue, we discussed the process for removing items from campus for offsite use. If an asset leaves UNT, the custodian and location are updated in EIS, and a University Property Custody Receipt (UPCR) is submitted. This helps ensure that items and their users are accounted for at all times. However, you may be wondering—what happens if an item remains on site, but frequently changes users and/or rooms on a daily basis? In these situations, it is not necessary to update the EIS information every time it changes hands.

For instances where assets are checked out (such as computers or equipment in labs), an internal inventory procedure may be adopted. Regardless of the method, the lab manager must be able to provide the details of an asset's status upon request by the inventory coordinator. The needs of each department may vary, so there is no standard form for this procedure, but a sample checkout template can be found below:

Date	Time Out	Time In
Name	EUID	Location of Use
Asset Tag #	Description	

In EIS, the custodian and location should remain as the lab manager and the lab location that items are checked out from. It is also recommended to provide a copy of UNT Policy 10.048: Asset Management, (see sections 7-14). ****NOTE: Internal checkout forms apply ONLY to on-site use. Per 10.048.9, any asset leaving UNT campus will still require a UPCR form and an update to the custodian/location, even if the user is a student.**

Nothing to do with Asset Management, but tomorrow is Groundhog Day 2021.

The day was originally known as 'Candlemas Day', which was the midpoint between the winter solstice and the spring equinox. It was celebrated in Europe, with Germans adopting a hedgehog to determine whether the rest of the winter would be bitter or mild. German settlers who came to Pennsylvania in the 18th century continued the tradition, substituting a groundhog.

If Punxsutawney Phil doesn't see his shadow then early spring is predicted.

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Where is it - (Do you know what movie this line is from? "Sorry, I guess it was just a regular horse.")

I can't find this asset: what do I do?

If at any time throughout the year, not just at annual inventory time, you are unable to locate an asset, a Missing Property Investigation Statement should be submitted to asset.management@unt.edu as soon as possible. If there is evidence of theft, the police must be notified, a police report obtained, and a Stolen Property Report completed. All documentation should be submitted to Asset Management. Custodians found to be negligent may be held financially accountable, as per UNT Policy 10.048.

Items reported as missing to Asset Management will remain on your department's inventory for two full fiscal years after being reported. This period allows department's time to thoroughly search for the asset. At the end of the two years, if the asset has still not been located, the asset will be disposed of and removed from your inventory....dude.

Frequently Asked Questions

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

How do I submit a surplus pickup request?

Complete the 'Surplus Request' form and submit it to surplus@unt.edu. Forms must be typed and include tag numbers for all assets to be picked up.

Include as much detail as possible to help the Surplus team know what equipment to bring. Pictures are always welcome.

Surplus Pickup Guidelines can be found at <https://assetmanagement.unt.edu/unt-surplus>. Be sure to review these guidelines before submitting a request, as some things may have change.

I found an asset without a UNT tag. What do I do?

Check your inventory list for the asset serial number. If the asset is not listed on your departmental inventory, complete the 'Found Asset Not on Inventory' form and submit it to asset.management@unt.edu.

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

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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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