

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.

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

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

Jimmy Grounds / assistant director
Emily Calvert / administrative coordinator

Ryan Shoulders / lead
Kiara De Santiago-Cruz

Robert Blythe

Preston Rowland / lead
James Ly