



# The Eagle Eye

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

February 15, 2021 | Issue: 6

## Communication - REQUISITIONS

### Let's Start at the Very Beginning... (Part 1)

Did you know?—Asset ID information is generated from the information provided in purchase orders. If you are trained in ePro, you can save yourself time conducting inventory maintenance by including additional information within your requisitions. If you do not place orders for your department, consider working closely with the person who does... More information up front = cleaner reports and streamlined inventory practices.

In the initial setup of a requisition, you will land on this screen:

Shipping Defaults

Ship To  **A** Add One Time Address **C**  
Due Date  **B** Attention  **D**

Distribution Defaults

SpeedChart

Accounting Defaults Personalize | Find |

Chartfields1	Details	Asset Information					
Dist	Percent	Location <b>B</b>	GL Unit	Account	Alt Acct	Dept	Fun
1	<input type="text"/>	LIFE A114 <b>B</b>	NT752	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**A** – “Ship To” is the location the vendor will ship the order to. Any assets should automatically go to USB 135 (central campus receiving) or NTRP H142 (Discovery Park receiving) for tagging by Asset Management prior to delivery. **All assets (controlled or capital) are considered restricted items, and must be purchased via requisition** (please see Procurement’s [P-Card Program Guide](#) for more info).

**B** – “Location” is the specific place on campus Asset Management will deliver your orders to. This field is very important for ensuring your orders don’t go to the wrong place! In most cases, this field will default to your office. The Location field also has another key purpose—inventory location. If you know the inventory location upon placing the order, you can enter it for a specific line. Otherwise, you will have to wait until the order has been placed, delivered, paid, and processed for inventory before making such updates. If you do not know the building mnemonic, click the magnifying glass to search by description. **\*\*NOTE: The Location field does not affect the vendor shipping address.**

**C** – If your order is oversized or requires special handling by the vendor, you can set a specific delivery location for direct shipment. For these type of orders, assets can be tagged on site, rather than at the Central Receiving warehouse.

**D** – “Attention” specifies the point of contact for delivery.

Stay tuned... in the next issue, we will review even more ways to be proactive with inventory maintenance!

We are finding that many problems with the requisition, purchase, receiving, inventory control and maintenance of an item may have been avoided in the beginning, if the requisition would have been properly completed with as much information as possible. Today is the first part of a three part series that Ryan has put together to help us all be more efficient in the requisition process.

# The Eagle Eye

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**"Sorry, I guess it was just a regular horse." from Dude, Where's My Car?**

## **Communication - Cont'd**

We hope you have enjoyed reading The Eagle Eye newsletter, we have received many great comments from you. If you have missed one, they are now archived on our website <https://assetmanagement.unt.edu/eagle-eye-archive>, also please pass it along to anyone that might be interested.

Also, new to our website this week in the front page "Forms" section, we have included a 'Universal Check Out Sheet' after requests from the article in the last issue of the Eye. Feel free to modify this to fit your department's internal inventory needs in the daily check out of assets or anything else you would like to keep track of at the departmental level.

Thanks again,  
Jimmy Grounds - Assistant Director

## **Frequently Asked Questions**

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

*How do I know what items are assets?*

There are several types of assets:

Capital asset: anything over \$5000 (except software).

Controlled asset: Cameras, A/V equipment, projectors, televisions, video players, sound systems over \$500.

Locally controlled: Desktop computers, laptops, tablets, smart-phones, drones, rifles, shotguns, handguns from \$0.

*For more information on asset classification, visit <https://assetmanagement.unt.edu/asset-classification>.*

*I reported this asset missing last year. Why is it still on my department's inventory?*

Assets reported as missing are required to remain on your inventory for two full fiscal years, and a missing report will need to be submitted each year until the time it is removed.

*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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