



keeping watch on your inventory



DIVISION OF FINANCE & ADMINISTRATION
Asset Management

The Eagle Eye

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

March 15, 2021

Issue: Eight

Communication - REQUISITIONS

Let's Start at the Very Beginning... (Part 3)

Category Codes are an important part of the procurement process. As the name suggests, the codes split items into categories which determine D-Level/5-digit accounts and Profile ID assignments (discussed in the last issue). The codes also serve one other purpose—asset identification. Certain codes automatically flag items for inspection and tagging in the receiving process. If a non-asset code is used for a controlled/capital item, it may bypass the inspection process, causing it to not appear on your inventory.

If you submit ePro requisitions for your department, these codes can be entered into each line by clicking the name of the item in the checkout phase. You may be wondering, how do I know which code to use? EIS has a built-in search function, but it is strongly recommended that you use the [Category Tool](#) for reference, available on the [System Procurement Website](#). This spreadsheet provides much more info, including examples of which kinds of items fall under each category. If your requisition has multiple lines that are all part of one main capital asset system, the same code may be used for each line. ****NOTE: Requisitions using grant funds may have specific category code requirements. Contact System Purchasing for more information.**

Category codes are reviewed by the **University Budget Office** as part of the requisition approval process. For questions on which codes to use, please contact Joseph Navapraditar (joseph.navapraditar@unt.edu).

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 last part in the three part series that Ryan has put together to help us all be more efficient in the requisition process. Hopefully this has been useful for you!

Cart Summary: Total Amount 1,500.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier
1	Computer, Apple MacBook Pro		Apple Computer Inc

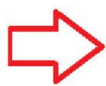
Shipping Line 1

*Ship To: USB 135

Address: UNT Central Receiving, 2310 N. I-35E, Denton, TX 76205

Attention To: []

Due Date: []



New Requisition

*Goods/Service Description: Computer, Apple MacBook Pro

Quantity: 1

Amount: 1500.0000

*Category: 204-52

Supplier ID: 000006715

Supplier Name: Apple Computer Inc

Quote Number: []

Beginning Date: []

898-01	Hazardous Equipment less \$5000 Each	Any individual Hazard Equipment Item Less than \$5000 Each. Requisitions automatically rollo	Equip Cont
037-52	Promotional Items	Items (not clothing) that contain promotional information or used in a promotional activit	Equip Expn
040-00	Animals live less \$5000	Any individual live Animal less than \$5000 Each	Equip Expn
200-10	Non Uniform, T-Shirts	Clothing purchased and given to individuals, not returned. Usually promotional in nature	Equip Expn
204-64	Computer Parts	Any individual Computer part Item less than \$5000 Each. Includes cables and memory stor	Equip Expn
204-68	Computer Related Equip-Less \$5000	Includes Monitors, Keyboards, Sound bars, and Servers if under \$5000. Does not include T	Equip Expn
280-20	Software less than \$100,000	Software Purchase less than \$100,000. Does not include site license or maintenance	Equip Expn
330-01	Furniture or Equipment Parts Less \$5000	Any individual Furniture or Equipment Part Less than \$5000 Each.	Equip Expn
334-06	Furniture or Equipment Less \$5000, include Lab Equipment	Includes any individual Furniture or Lab Equipment Item Less than \$5000 Each. Does NOT i	Equip Expn
715-01	Books or Reference Material	Book or reference material under \$5000 each for department collection, not University Lib	Equip Expn
715-10	Subscriptions, Periodicals	Includes Books, Periodicals, Microfilm hard copy - not electronic. Includes Library Loan Fe	Equip Expn
725-55	Telecom Equipment Less \$5000	Any individual Telecom Item less than \$5000 Each	Equip Expn
725-59	Telecom Equipment Parts Less \$5000	Any individual Telecom Parts less than \$5000 Each	Equip Expn
850-45	Fabrics and Linens	Includes bulk fabric, table cloths and towels. Does not include Cleaning Services of these	Equip Expn

The Eagle Eye

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Communication - Cont'd

FY'21 INVENTORY

So as we prepare for the upcoming Annual Physical Inventory Certification we've put together a time-line of this years' process. These will be key dates to ensure we get the records to the State at the required time, with 100% of the departments reporting:

March 1 - The Eagle Eye newsletter will begin focus on the upcoming inventory preparation;

May 3 - FY21 inventory to begin, official email with instructions will be sent out to all Designated Inventory Coordinators;

May 17 - An Eagle Eye newsletter reminder that all inventory instructions should have been received, along with a sequence of events that will take place for any overdue inventory certifications;

July 26 - Inventory coordinators will be contacted about approaching inventory due date and offered any needed assistance;

August 2 - FY21 inventory to end, all inventory certifications due to Asset Management;

August 31 - Asset Management to submit FY21 inventory records to the State of Texas.

Frequently Asked Questions

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

How do I transfer an asset?

Only Asset Management can transfer an asset from one department to another in EIS.

To request a transfer, email asset.management@unt.edu the asset IDs or tag numbers to be transferred, the gaining department's Dept ID, and the losing department's Dept ID. Be sure to copy the gaining/losing department, as their explicit approval is required before a transfer can be processed.

More information regarding transfers can be found on our website.

Where will my orders be delivered to?

Hopefully you got to see part 1 of the current requisition series that was in Eagle Eye issue #6, if you missed it, check out the Eagle Eye Newsletter archive on our Asset Management website. It explains about delivery locations taking directly from the requisition.

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**