



keeping watch on your inventory



DIVISION OF FINANCE  
& ADMINISTRATION  
Asset Management

# The Eagle Eye

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

April 1, 2021 | Issue: 9

## Communication

***Happy Spring 2021 everybody. Hope you're enjoying the nice weather we have had lately. But never fear, the hot Texas summer is always near!***

### Inventory

State law requires that a complete physical inventory be conducted each fiscal year. UNT and UNTS will conduct the annual inventory in the months of May, June, and/or July each year. Asset Management will send the instructions on how to pull the inventory during the last week of April. Upon completion, (due no later than the 31st of July or the last business day before July 31st), an Annual Physical Inventory Certification is signed by the Department Manager and the Designated Inventory Coordinator and returned to Asset Management.

### Tips and Techniques:

Having current, accurate location and custodian of each asset in EIS is paramount. Upkeep of this information by the Designated Inventory Coordinators should be performed throughout the year.

Physically locating assets based on accurate location and custodian ensures timely completion of the annual requirement.

Break the inventory into manageable pieces, (i.e. room/building/type of assets/acquiring Dept/ProjID/custodian).

Asset inventories should, but not mandatory, be conducted by individuals, (verifiers), who are not responsible for the property being inventoried nor for accounting of it on a day to day basis.

Utilize the AM Self-Service platform and/or the Query Manager to generate a report of all assets under your Dept ID.

Mobile offsite items must physically return to campus during annual inventory, unless determined otherwise and notified by Asset Management.

Inventories are not complete until all supporting documentation and the summary sheet are turned in and accepted by Asset Management.

### Inventory Type:

**Capital Assets.** "Capital Assets" means assets that meet the definition of personal property as set forth below, and have a single unit value of \$5,000 or greater, and an estimated useful life of more than one year. Generally, a capital asset can be controlled by means of marking with identification numbers and/or manufacturer's serial numbers.

**Controlled Assets.** "Controlled Assets" means assets that qualify as personal property but do not meet the capitalization threshold. The value of a controlled asset is between the range of \$500 and \$4,999.99, with an estimated useful life of more than one year. These assets must be secured and tracked due to the nature of the item. This type of asset does not include capital assets, real property, and improvements to real property or infrastructure. It does include computers, smart-phones, tablets, drones, sound systems/ audio equipment, cameras, TV's, video players, data projectors, and firearms. Firearms, computers, and drones will be tracked regardless of value.

Thanks!  
Jimmy Grounds - Assistant Director

**Please do not save blank Asset Management forms to your desktop to complete and submit to us. Please rather go to our Asset Management website and pull it from our FORMS section on the front page. We are constantly updating our forms to be more useful and efficient for all those involved and you might be submitting an outdated form otherwise. <https://assetmanagement.unt.edu/>**

# The Eagle Eye

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**Communication - Cont'd**

## FY'21 INVENTORY is only a month away!

Things to do now:

Update all custodians.

Update all locations.

Update off-site status.

Submit current UPCR forms.

Submit transfers.

Submit forms for lost/found/stolen/damaged assets.

Submit surplus pickup requests.

Take the inventory coordinator training.

Things not to do ever:

WAIT UNTIL THE LAST MINUTE!

### Frequently Asked Questions

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

*Why do I have to retake the Inventory Coordinator Training?*

Because we have made some updates in the inventory process and we have found that some seasoned coordinators may have forgotten some details in the process, we decided that the training would be required every year. So that everybody starts on the same page, everybody's EIS access was revoked and all coordinators, new and seasoned, have been required to take the inventory coordinator training. If you have problems passing the test please contact us for help.

*Can I have access to update assets in EIS?*

Asset Management Self-Service Access is given only to those who have completed the Inventory Coordinator Training Program on UNT Bridge, and is reserved for those that require it such as Inventory Coordinators and their helpers, please contact us for more information.

*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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Kiara De Santiago-Cruz**

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