Inventory Coordinator Handbook

UNT/SYS Asset Management

Asset Management – An Introduction

The Asset Management department is charged with managing the 40,000+ personal property items acquired with both State and non-State funds, and any donation to UNT or the UNT System.

From UNT Policy: 10.048 Asset Management—Property Control:
https://policy.unt.edu/policy/10-048

Each department head/director is responsible for assets purchased under DeptIDs or ProjIDs of their department or organization. Using the inventory coordinator form, the chair/director shall appoint a representative of the department or organization to act as designated inventory coordinator to assist with routine upkeep and physical accountability of property. The **inventory coordinator** is responsible for maintaining an inventory of all personal property within the department or organization and providing information about the inventory to the Asset Management office as required under this policy, asset management guidelines, or upon request.

Glossary of Terms

- **Capital Asset** - an asset with a value equal to or greater than the capitalization threshold established for that asset type

- **Controlled Asset** - an asset with a value below the capitalization threshold, but is required to be reported due to its high-risk nature

- **Custodian** – the individual who sees the asset on a day-to-day basis, or is most likely to notice if the asset is missing

- **Depreciation** – a reduction in the value of an asset with the passage of time due

- **EIS** – The online interface used to update asset information and generate inventory reports

- **Inventory Coordinator** – Also referred to as the "designated inventory coordinator." Department representative responsible for safeguarding UNT assets via information updates and inventory reporting

- **Query** – an inventory report generated via EIS that lists assets from input criteria

- **Surplus** – An asset that has reached the end of its useful life that is disposed via a Surplus Request Form and removed from inventory

Inventory Coordinator Responsibilities

- Conduct annual departmental inventory

- Submit forms to Asset Management

- Request transfers of assets between departments

- Report missing/stolen assets

- Keep asset custodians and locations up to date

- Ensure custodians are aware of their responsibility to safeguard the assets under their care

- Notify Asset Management of items needing tags
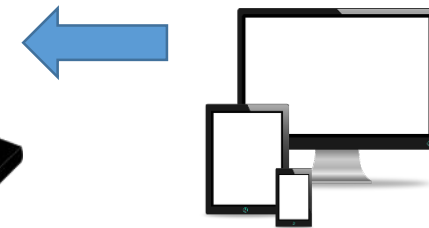
Asset Types

There are two main types of assets, <u>capital</u> and <u>controlled</u>, which are assigned an ID number and tagged with a UNT barcode during the receiving process. While coordinators do not assign assets, the ability to recognize qualifying items will help keep inventories accurate. The distinguishing characteristics of these assets will be discussed in the following pages.

Capital Assets

Controlled Assets

Locally Controlled Assets

Capital Assets

A **capital asset** is an asset with a value equal to or greater than the capitalization threshold established for that asset type.

Tangible Asset	Capitalization Threshold
Land	$0
Construction in progress	$0
Buildings and other improvements	$100,000
Facilities and other improvements	$100,000
Infrastructure, depreciable	$500,000
Infrastructure, non-depreciable	$0
Furniture & equipment	$5,000
Vehicles, boat, and aircraft	$5,000
Other capital assets • Library books/collections • Works of art & historical artifacts • Leasehold improvements • Livestock	• $0 • varies • $100,000 • $5,000

Intangible Asset	Capitalization Threshold
Land use rights – permanent life	$0
Land use rights – term life	$100,000
Computer software	$100,000
Internally developed computer software	$1,000,000
Other intangible capital asset	$100,000

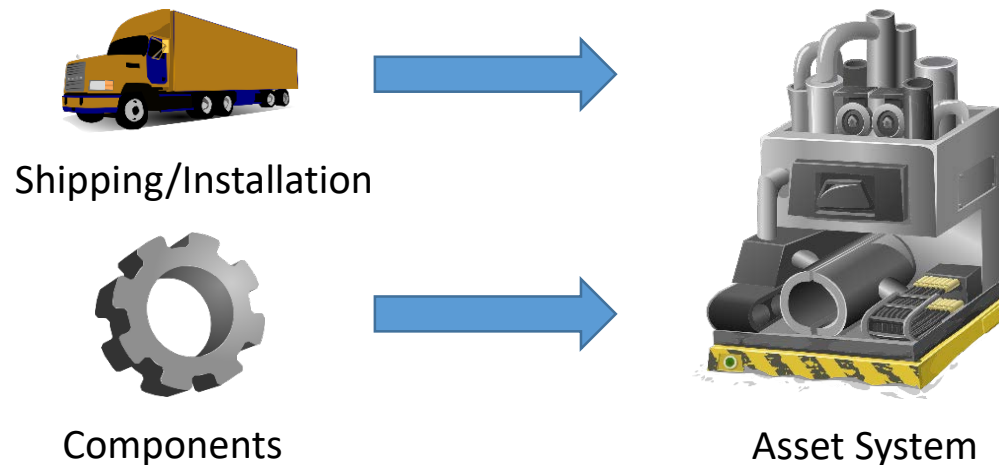# Capital Assets

An **asset system** is a <u>capital</u> asset that consists of multiple components.

Capital assets, unlike controlled assets, are <u>depreciated</u>. As a result, purchases that are necessary for acquisition (shipping/installation) or contribute to the overall value of an asset (accessories/add-ons) may be combined into an asset system.

If you notice an item with multiple tags, or suspect your items may qualify as an asset system, please notify Asset Management.

Shipping/Installation

Components

Asset System

Controlled Assets

A **controlled asset** is an asset with a value below the *capitalization* threshold, but is required to be reported due to its high-risk nature.

A **locally controlled asset** is an asset that is below the *controlled* threshold for state reporting, but is still tracked for UNT's inventory standards.

Controlled Assets	Control Threshold
Desktop Computers	$0-$4,999
Laptop Computers & Tablets	$0-$4,999
Smartphones	$500-$4,999
Unmanned Aerial Aircraft (Drones)	$0-$4,999
Sounds Systems and Other Audio Equipment	$500-$4,999
Camera (Portable/Handheld)	$500-$4,999
TVs, Video Players	$500-$4,999
Data Projectors	$500-$4,999

Controlled Assets	Control Threshold
Hand guns	$0
Rifles & Shotguns	$0

Printers under $5,000 are no longer tracked as controlled assets, but some older machines may still appear on your department's inventory.

REVIEW – Asset Types

Controlled, Capital, or Neither?

- Computer - $400
- Computer - $6,100
- Vehicle - $28,000
- Printer - $1,500
- Copier - $4,500 + Attachment - $1,000
- Conference Table - $1,700
- TV - $1,400

Asset Tags

Controlled and capital assets are tagged with a unique UNT or SYS number and barcode. When these items are ordered, they are shipped to Asset Management Processing & Distribution (formerly Central Receiving), tagged, and delivered to the department. The new assets are then processed and appear on your department's inventory usually within 30 business days.

If a coordinator or custodian discovers that a controlled or capital item is missing a tag, the department will still be responsible for the care of that asset, and must notify Asset Management to ensure that it is accurately reflected in inventory. The process for requesting new tags is covered in the following slide.

UNIVERSITY OF NORTH TEXAS
22606
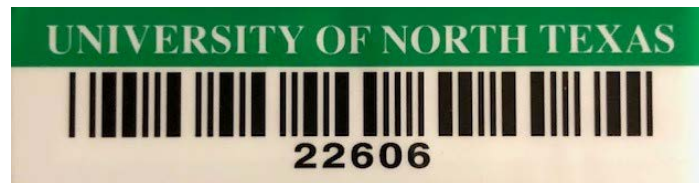
Asset tags are only to be applied or removed by members of Asset Management, unless otherwise instructed. Any loose tags that are not assigned to an item should be reported to Asset Management.

Asset Tags

New tags will occasionally be applied to assets on site. A guide on what to do in those situations can be found below:

Warranty Replacements	Direct Shipment to Department	Purchase Card Orders Containing Assets	Missing/Worn Tags for Existing Assets
1. Before shipping the old equipment to the vendor, notify Asset Management to remove the original asset tag	1. Notify Asset Management, providing the PO number of the order, along with serial number and location for tagging	1. Ensure an Exception Request has been approved by Asset Management and submitted to Purchasing	1. Notify Asset Management, providing relevant information on the item (old tag if known, serial number, description, etc.)
2. Notify Asset Management, providing the tag number and location to come remove tag	2. Asset Management tags the item and updates the asset information	2. Submit a Controlled Item Code Equipment Form to Asset Management	2. Asset Management tags the item and updates the asset information
3. Asset Management tags the new replacement item and updates the asset information	3. Asset Management will provide the department with a receiver (do not create a desktop receiver for orders with assets!)	3. Asset Management tags the item and updates the asset information	

View Assets – Query Viewer

Queries allow you to generate a list of assets in an Excel format, ideal for physical inventory.

1. Log into myfs.unt.edu using your EUID and password

2. Navigate to the asset portal using the following pathway:
   Main Menu > Asset Management > Query Viewer

3. Enter query name AM_INSVC_ASSETS_YRLY_INVENTORY

4. Click Search

5. Click Excel

6. Enter Business Unit (NT752/SYS769)

7. Enter DeptID

8. Click View Results

9. Open the attached Excel file

Other useful queries can be found by entering "AssetUser" in the search field.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

| *Search By | Query Name ▼ | begins with | AM_INSVC_ASSETS_YRLY_INVENTORY |

Search   Advanced Search

Search Results

*Folder View   -- All Folders -- ▼

Personalize | Find | View All | 🔲 |

Query						
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
AM_INSVC_ASSETS_YRLY_INVENTORY	By BU_DEPTID for In Svc Assets	Public	AM	HTML	Excel	XML	Schedule

View Assets – AM Self-Service

The AM Self-Service portal allows you to see a web-based list of assets.

1. Log into myfs.unt.edu using your EUID and password

2. Navigate to the asset portal using the following pathway:
   Main Menu > Asset Management Self Service > View Asset

3. Enter business unit (NT752/SYS769)

4. Enter search criteria

5. Click Search

View Assets – AM Self-Service

- To view a specific asset, enter the business unit and qualifying information (i.e. tag #) and click "Search." To view the complete inventory for your department, enter the DeptID.

Business Unit	= ▼	NT752	🔍
Asset Identification	begins with ▼		
Tag Number	begins with ▼		
Department	begins with ▼		🔍
Serial ID	begins with ▼		
Description	begins with ▼		
Asset Status	= ▼		▼
Asset Profile ID	begins with ▼		🔍
Location Code	begins with ▼		🔍
Custodian EmplID	begins with ▼		🔍
Custodian	begins with ▼		
Custodian EUID	begins with ▼		

This Asset is Offsite ☐

☐ Include History ☐ Case Sensitive

[Search] [Clear] Basic Search 🔍 Save Search Criteria

Search Results

View All

Business Unit	Asset Identification	Tag Number	Serial ID	Description
NT752	000001034455	22608	8H5HGX1	Computer, Dell, Op

Search Results

Only the first 300 results can be displayed.

View All

Business Unit	Asset Identification	Tag Number	Serial ID	Description
NT752	000001000075	106064	XLM62030	PHOTOCOPIER/PRINTE
NT752	000001000101	106150	LDT022034	PRINTER XEROX PHAS
NT752	000001000112	106239	3300747	LAPTOP SONY P-M 100
NT752	000001000228	106286	USGNX 18026	PRINTER H-P LASERJE
NT752	000001000230	106288	USGNX 21193	PRINTER H-P LASERJE
NT752	000001000357	106508	K3064236	ICE CREAM MACHINE 1
NT752	000001000364	106554	162703830221	CAMCORDER CANON [
NT752	000001000366	106556	162696840307	CAMCORDER CANON [
NT752	000001000367	106557	162703830218	CAMCORDER CANON [
NT752	000001000370	106560	8750218	CAMCORDER CANON [
NT752	000001000407	106510	JPBLM93469	PRINTER H-P LASERJE
NT752	000001000416	106456	100504100002	DIMMER SYSTEM ETC
NT752	000001000584	106494	CNBGB98167	PRINTER H-P LASERJE
NT752	000001000586	106688	CNBGH04384	PRINTER H-P LASERJE

View Assets – AM Self-Service

- Click on an individual line in the search results to view the information for a specific asset. Use the tabs pictured below to review information.

- Description
- Tag Number

- Location
- Comments

- Serial ID
- Custodian
- Department Chartstring

| General Information | Asset Property | Location/Comments/Attributes | Manufacture/License/Custodian |

Unit NT752   **Asset ID** 000001034455   Computer, Dell, Optiplex 9010   **Tag** 22608   In Service

Asset Information

Description Computer, Dell, Optiplex 9010	**Short Desc**	Computer,
CAP #	**Seq #**	
☑ **Taggable Asset**	**Tag Number**	22608
Asset Class 204 Computer, Desktop	**Auction Status**	Not allowed to be Auctioned
Asset Type 4.Furniture and Equipment		
Asset Subtype		☐ Capitalized Asset
Asset Status In Service		☑ New Asset
Acquisition Date 06/21/2013		☐ Available For Use
Placement Date 06/21/2013		☐ In Physical Use

EIS Tips

- Click the magnifying glass to see an expanded list of search options

*When searching names, use format:
[lastname,firstname] (no spaces)

- When searching, keep in mind that some values begin with a series of zeros (0000...). If your search returns no results, try changing the search option in the drop-down box to "contains."

EIS Tips

If you are entering a location code manually, be aware that the format must always reflect four characters spaces, a space, followed by the room number (XXXX_###). If the building code contains less than four digits, enter an extra space to reflect the missing character (XX_ _ _###)

- Each building has a location code. To search by location, click the magnifying glass icon. Use the "Description" field to search by the building name.

Update Assets

Keeping current records of custodians, locations, and off-site status is a critical part of maintaining asset accountability. To update this information:

1. Log into myfs.unt.edu using your EUID and password

2. Navigate to the asset portal using the following pathway:
   Main Menu > Asset Management Self Service > Update an Asset

3. Enter <u>current</u> date

4. Enter location code

5. Enter custodian

6. Check Offsite box if applicable

7. Add comments if desired

8. Click "Update this Asset"

Use the magnifying glass icons for expanded search options

Process Asset Updates

For Transfer Asset, enter information in the Location, Department, and Custodian fields as applicable.

*Date of Transfer [   ] 📅 (example: 12/31/2000)

*Location [   ] 🔍

*Department [151021]   Central Receiving

*Custodian [   ] 🔍 (example: Last Name,First Name)

☐ This Asset is Offsite

Comments

[   ]

[Update this Asset]

Interdepartmental Transfers

If two departments wish to transfer assets between them, they may do so through the following process:

1. The Designated Inventory Coordinator for the giving department initiates an email with Subject line: "Asset Transfer" to the Designated Inventory Coordinator for the receiving department.

2. The body of the email should contain the tag #, the giving DeptID and the receiving DeptID. As long as the two departments are the same, this can be done for multiple assets per email.

3. The receiving department's coordinator indicates "approved" in the body of the email and forwards the message to Asset.Management@unt.edu.

4. Asset Management will transfer the asset(s) in EIS, and a copy of the email will be attached to the asset record. A confirmation email will be sent back to the departments acknowledging completion of the transfer.

5. The receiving department's coordinator changes the physical location and new custodian information in EIS.

Inventory Reporting

As the designated inventory coordinator, you will cosign annual inventory with your department chair/director. Annual inventory certification is reported to the state along with Financial Reporting based on the results submitted by the department.

The following slides will provide details on the types of forms and procedures necessary for accurate reporting. All asset-related forms can be found on the Asset Management web page, AssetManagement.unt.edu, and should be submitted to Asset.Management@unt.edu.

Annual Inventory

State law requires that a complete physical inventory be conducted each fiscal year. UNT/SYS currently conducts annual inventory during the months of May thru July. Upon completion (due no later than the 31st of July), an [Annual Physical Inventory Certification](#) is signed by the department manager and the inventory coordinator and submitted to Asset Management.

Tips:

- Having current and accurate location and custodian of each asset in EIS is paramount. Upkeep performed throughout the year will streamline the inventory process.

- Break the inventory down into manageable pieces (i.e. room/building/type of asset/custodian).

- Property inventories should <u>not</u> be conducted by individuals who are responsible for the asset on a day to day basis (custodians).

- Inventories are not complete until all supporting documents (i.e. missing reports, found items) and the summary sheet are turned in and accepted by Asset Management.

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

- Offsite items must have a current UPCR form. For inventory verification one of the following means should be provided to the inventory coordinator: the asset can be physically returned to campus (preferred), or email a dated picture, or screenshot of the System screen that includes the serial number and date/time.

- Asset Management will conduct periodic spot checks of physical inventory throughout the year.

Mobile Assets – On Campus

For assets that frequently change location and/or user, but do not leave campus, the coordinator marks the central location the items are returned to in the EIS Asset Module. The custodian should be listed as the individual securing the assets when they are not in use. Since specific requirements may vary, it is recommended that the department implements a check-out system that suits its needs. Regardless of what type of system is implemented, the coordinator will be responsible for identifying the current location and user of any offsite assets. There is a generic checkout sheet on our website for your use.

Example:

Check-out Date	Return Date	User's Name	User's EUID	Tag #	Description of Asset	Location of Use

Mobile Assets – Off Campus

For assets that will be used off campus, the coordinator will submit a UPCR form; [Property Custody Receipt](). This form acknowledges that the custodian of the equipment will be liable for its care during the time it is in their possession and must be resubmitted yearly. Removal from campus is only permitted in accordance with the following (10.048):

- Personal property owned or controlled by UNT/SYS cannot be removed from campus without written permission from the department head/ director and the completion of a university property custodian receipt form (UPCR), available on the property management department's website.

- Any UNT employees or students removing personal property from the Campus must be made aware of the UNT policy.

- The UNT employee or student who will be the primary or end user of the property off campus will be assigned as the custodian of the property while it is offsite.

- The custodian is personally responsible for reasonable and proper care of the item(s) while off campus.

- Personal property removed from campus must have a UNT property tag.

- Only employees and students involved in UNT business may remove personal property from the campus.

- The person who wants to move personal property from its assigned area must inform the responsible department head/director of their intention to remove UNT assets and obtain permission in writing.

- The exact address and location of the item(s) shall be maintained with the responsible department/organization.

- No one has the authority to transfer personal property located off campus to another location or employee without the written permission of the department head/director.

- Certain departments, such as RTVF, Audio Visual, Admissions, must carry equipment with them for presentations, lectures, or conventions. These departments must show they keep records in their offices of the equipment carried on specific trips.

- The Vice President for Finance and Administration or his or her designee has final approval authority on all removals.

Missing/Stolen Property

When an asset is discovered to be missing, it should be reported to Asset Management via a Missing Property Investigation Statement within 48 hours of the occurrence. An investigation must be conducted and documented, and custodians found to be negligent may be held financially accountable. If there is no evidence of theft (such as a break-in), the item remains on the department's inventory for two years to allow items to be found. After two years, Asset Management will dispose of the asset ID from the department's inventory.

If there is evidence of theft, local or UNT Police must be notified immediately upon discovery and a police report obtained. The Missing Property Investigation Statement should also be accompanied by a Stolen Property Statement.

Assigning a New Coordinator

In the event that a department needs to appoint a new coordinator, the user can register for training on the UNT Bridge platform. A Designated Inventory Coordinator Form is uploaded to the training checkpoint for approval. Once the new user has completed training, access will be granted to the AM Self-Service portal.

Retirement or Separation Clearance

The Retirement of Separation Clearance Form provides a means of ensuring an exiting employee returns all university property and settles all indebtedness to the university. All exiting employees must get signatures from the appropriate parties in all clearance departments. By signing, the employee's supervisor has verified that all university property has been returned.

Items to return:

- Keys
- Parking permit
- Library books
- Purchase/travel cards
- Uniforms
- Assets / Equipment
- ID card
- Debts

Dismantle for Parts

A [Dismantled for Parts Certification](#) is used whenever an asset becomes inoperable/unusable and its components are taken apart and used elsewhere. Since the components of capital assets sometimes make up a single system, it is important that the cost of added/removed parts is accounted for.

Examples:

- A computer fan removed from an old machine

- A camera that is salvaged from a broken microscope and attached to a newer one

- A usable speaker recycled from an otherwise non-functioning audio system

Certificate of Destruction

A [Certificate of Destruction](#) provides notification to Asset Management when an item is permanently removed from the department's possession through a means other than a surplus request. This allows the items to be disposed from the department's inventory after they have been safely and securely removed.

Examples:

- A hazardous item that must be handled by Risk Management

- A hard drive which cannot be physically erased

- A damaged item that is returned to a vendor

Surplus
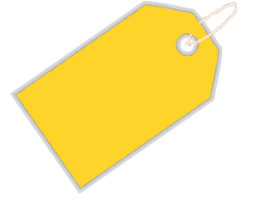
Items that have reached the end of their useful life should be sent to the Surplus warehouse by department request.

1. All pickup requests must be submitted by the department's coordinator via a Surplus Request E-Form sent to Surplus@unt.edu. **By submitting a request, the coordinator verifies that they have reviewed the** Surplus Pickup Request Guidelines**. Any requests that do not meet the guidelines may be returned to the requester for re-submission.**

2. Items are picked up, and the surplus request e-form is processed through by the Surplus department.

3. Items submitted to Surplus may be reclaimed by other departments, sold via auction, recycled for scrap, or donated to other institutions.

Surplus
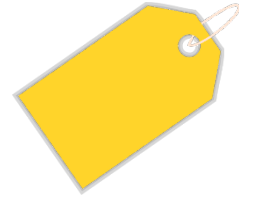
If you are in need of new materials/equipment for your office, check the Surplus warehouse! You may be able to find what you need at no cost to your department.

UNT Surplus
(940) 369-7199
925 Precision Dr.
Denton, TX 76207

Campus Reuse Viewings
Monday thru Thursday
8am-12pm

Auction Site
www.publicsurplus.com

If your department is in need of new office materials/equipment, check the Surplus warehouse! You may be able to find what you need at no cost.

UNT Asset Management

web - AssetManagement.unt.edu
email - Asset.Management@unt.edu

Asset Management Processing & Distribution
(formerly Central Receiving)
(940) 565-2391
USB 135
2310 N I-35 E
Denton, TX 76205

Surplus
web - AssetManagement.unt.edu/UNT-Surplus
email - Surplus@unt.edu

(940) 369-7199
SURP 100
925 Precision Dr.
Denton, TX 76207