Communication

Good day all, and welcome to our first edition of “The Eagle Eye”! We hope that this will give you some helpful insight in keeping watch on your inventory.

I first wanted to tell you a little bit about who we are. We are your Asset Management team which consists of two departments, Central Receiving and Surplus. We are part of the University Budget Office in the Division of Finance and Administration. The Asset Management department is charged with managing the 30,000 plus personal property items acquired with both State and non-State funds, and any donations to UNT or the UNT System.

With this newsletter, we hope to improve communication and have the ultimate goal of improving the accuracy and efficiency of the Annual Physical Inventory Certification process. Thanks for checking it out!

Jimmy Grounds – Assistant Director

What is a personal property item?

When we say “personal property item”, we’re referring to tracked assets. There are a few different types of assets that you should be familiar with with:

- **Capital assets**: assets with a single unit value of $5,000 or greater and a useful life of more than one year.
- **Controlled assets**: assets that do not meet the requirements to be considered capital, but that are tracked due to the nature of the item. This includes projectors, cameras, A/V equipment, televisions, and DVD players with a cost of $500 or more.
- **Locally controlled assets**: assets that are controlled, regardless of the cost. This includes all laptops, desktop computers, tablets, smart phones, and firearms. These items are tracked 100% of the time.

If you’re ever unsure if an item is an asset, you can reach out to us at asset.management@unt.edu or check out our website at AssetManagement.unt.edu.

Are you being charged too much for delivery? We can help!

When a vendor provides you with a quote, they may occasionally include unnecessary special delivery services (such as lift-gate or inside delivery). These charges can range from $80 to $2500, depending on the shipment. If you are unsure what services you need, contact Central Receiving, and we can help you determine if some of the charges can be removed.
**Freight Costs - cont'd**

Additionally, certain large shipments (over 10’ or 2000 lbs.) will require certain services to delivery safely. If you know that the item you are ordering is oversized, we can assist in making sure the carrier ships your order in a way that will not cause additional charges or delays.

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**Frequently Asked Questions**

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

**What is Central Receiving's address?**

There are two Central Receiving locations in Denton: main campus CR and Discovery Park CR.

- **Discovery Park CR:** (PO Number and Name/Department)
  - 3940 N. Elm, H142
  - Denton, TX 76207

- **Main Campus CR:** (PO Number and Name/Department)
  - 2310 N. I-35E
  - Denton, TX 76205

**Can I purchase assets on a Pcard?**

No, as a general rule. If so, not without a signed Pcard Exception Request from the Pcard team. This Exception Request is required BEFORE the purchase is made. If you do purchase an asset via Pcard, be sure to have it shipped to Central Receiving and send the signed Exception form and a completed Controlled Item Code form to us at asset.management@unt.edu. Assets will be held until proper documentation has been received.

**Who is that "Larry" guy?**

Well that’s Larry Worthy, Executive Director of Asset Protection. We’re here to help you not have to encounter him!!

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**ASSET MANAGEMENT**

https://assetmanagement.unt.edu/
email - Asset.Management@unt.edu

Jimmy Grounds / assistant director
Emily Calvert / administrative coordinator
Ryan Shoulders / lead
Kiara De Santiago-Cruz
Robert Blythe

**Central Receiving**

(UNT main campus)
2310 N. Interstate 35E
Denton, TX 76205
940-565-2391

(Discovery Park)
3940 N. Elm, H142
Denton, TX 76207
940-565-4680

**Surplus Warehouse**

925 Precision Drive
Denton, TX 76207
940-369-7199

Preston Rowland / lead
James Ly