



The University of Texas
Rio Grande Valley

Assets Management
 Treasury, Student
 & Financial Systems

DEPARTMENT
Newsletter

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Staff

Maribel Hernandez
Assets Mgmt. Manager

Brenda Guzman
Financial Analyst

Pedro Sanchez
Accountant IV

Ana Salinas
Accountant III

Elsa Garcia
Accountant II

Linda Mares
Training Coordinator

Greetings Property Officers!

Welcome to the latest edition of our Assets Management Department newsletter. Dive in to stay informed about updates, best practices and upcoming training sessions. Let's make managing assets a breeze!

The deadline for Season I Inventory Certifications was Friday, December 15, 2023. As of now, we have received 48 out of 166 certifications. A sincere thank you to those who promptly submitted their reports. Your cooperation is invaluable.

For those yet to submit, we kindly remind you to do so at your earliest convenience.

We'd like to thank all property officers as you're doing a fantastic job! Please reach out to our staff if you have any questions or need additional assistance. We are happy to meet with you to ensure your goals are met.

We wish everyone a safe holiday and look forward to the New Year!
 The Assets Management Leadership and Staff



Inventory Certification Schedule

Division	Season	Due Date
Office of the President	Season I	December 15, 2023
Research	Season I	December 15, 2023
Student Success	Season I	December 15, 2023
Provost-Academic Affairs	Season I	December 15, 2023
Health Affairs	Season I	December 15, 2023
Finance & Planning	Season II	May 31, 2024
Institutional Advancement	Season II	May 31, 2024
Govt & Community Relations	Season II	May 31, 2024
Strategic Enrollment & Student Affairs	Season II	May 31, 2024
Administrative Support Services	Season II	May 31, 2024



Missing Assets

It is common to not find assets during inventory certification. Prior to signing and turning in your certification reports, please take your search a step further. Before marking the asset with an **M** (missing) status, give it a good search! The Assets Management Department recommends contacting your department custodians and ask them to look in their areas. Check empty offices for any equipment left behind. Look in conference rooms where equipment may be stored. Don't forget to open cabinets, drawers, closets or unused desks. Let's make sure we turn every stone before we



consider an asset missing. Your thorough efforts count!

Remember that all missing assets require a complete Missing/Stolen Property form.



Property Officer List and Training

The current Property Officer list can be located on Assets Management [website](#). If this list is incomplete or incorrect, please contact AssetsManagement@utrgv.edu. Assets Management will assist in making any updates and/or corrections.

The new year training calendar has been completed and will list sessions monthly. Topics will include: Property Officer sessions, Workflow Submissions, and Inventory Certification sessions. Staff can sign up on the [UTRGV Training Portal](#). If the listed dates or times do not suit your schedule, please advise us via email and we will work with you and your department to make the necessary arrangements.

Sending Assets to Surplus? Don't Forget These Steps!



Assets and equipment purchased by university funds require they be sent to surplus when no longer in use. Tagged equipment will require an Asset Transfer to Surplus. This process is sometimes lengthy, so we recommend you double check your workflow details are accurate to avoid denials.

- Make sure the pick up location is reflected on the asset record.
- Choose the correct surplus location.
- Provide a contact name and number so General Services can call for an appointment pickup date/time.
- Submit a service request to UTRGV Support Center to remove computer hardware for computers, laptops or iPads prior to submitting a surplus workflow.

Each workflow requires an approval from applicable offices. When the workflow has been fully approved, the updates will reflect in PeopleSoft. Instructions for this process can be located in the Assets Management [website](#). Staff can also email AssetsManagement@utrgv.edu for assistance.

Property of the
University of Texas-Rio Grande Valley



ASSETS MANAGEMENT

Need a tag or tag replacement?

Email us at AssetsManagement@utrgv.edu

Total assets as of November 2023

Capital: 4,109
Controlled: 25,246
Inventory: 2,846



Contact Info:

AssetsManagement@utrgv.edu
InventoryCertifications@utrgv.edu
EUNFS 2.109
956/665-3093