

# ASSETS MANAGEMENT Newsletter

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### Greetings!

As we gear up for Season 2 of our Inventory Certification season, we hope this newsletter finds you well and prepared for the upcoming tasks ahead.

From April 1st through May 31st, we will begin the inventory certification, ensuring the accuracy and integrity of our asset records. It is imperative that all documentation is completed and submitted in a timely manner during this period. Your efforts in this process are crucial in maintaining the accuracy and reliability of our asset records.

To support you in this endeavor, training sessions will be available on the UTRGV training portal. These sessions will equip you with the necessary knowledge and skills to fulfill your responsibilities effectively and successfully. We encourage you to take advantage of these training opportunities to increase your know-how in assets management.

Remember, we are here to support you every step of the way. Feel free to contact us at [inventorycertifications@utrgv.edu](mailto:inventorycertifications@utrgv.edu), and we will address your questions and concerns.

Thank you for your dedication in maintain the integrity of our inventory.

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      |

## What's the difference between a missing asset and a stolen asset?

Distinguishing between missing and stolen assets is crucial for maintaining accurate inventories and ensuring proper security measures are in place. While both scenarios involve the absence of an asset, there are key distinctions that warrant attention.

A missing asset refers to an item that cannot be located during routine inventory checks or certification processes. This could occur due to various reasons such as misplacement, incorrect recording, or oversight. It is not uncommon for items to be temporarily misplaced or mistakenly thought to be missing. Missing assets will remain on the inventory for up to 2 years.

On the other hand, a stolen asset involves tangible evidence of theft, indicating that someone has unlawfully taken university property. This typically requires proof of unauthorized entry or forced access to secure areas where the assets are stored. Instances of stolen assets demand a more urgent response and involve law enforcement authorities to investigate and pursue legal action against the perpetrators. Stolen assets will be removed from the inventory when submitted with a copy of a police report.

The Missing/Stolen Property form is required for either instance.

## Spring Cleaning? Process your surplus items correctly!

As spring approaches, it's the perfect time to declutter your office space. Submitting a surplus workflow is a necessary process, ensuring that unused or outdated equipment is accounted for and removed from your department and your inventory list. To help navigate this task efficiently we've listed some tips on how to properly submit a surplus workflow in PeopleSoft.

### Before creating a workflow:

- Ensure all computer equipment has their hard drive removed by IT.
- Confirm the asset record location in PeopleSoft reflects the building and room where the equipment is currently located. This is important as General Services will use the location record to pick up surplus. Assets Management can assist in correcting location details for surplus workflows.

### During workflow creation:

- Include a contact person(s) name, email or phone number within the comments for General Services to contact in order to schedule a pick up. We highly recommend a representative from the department be present while assets are collected in order to avoid any confusion or mistakes.

### After a workflow is submitted:

- Look up the workflow status in PeopleSoft to view pending approvals from departments or property officers.
- Workflows approved by Central Scheduling staff will list a work order number in the comments for your records. This will help you get the status of work order from the appropriate office.
- Once the workflow is fully approved, the asset will be removed from your inventory.

By following these steps and maintaining a thorough approach to submitting surplus workflows, you can effectively declutter your workspaces and ensure a smooth transition for your team, Assets Management, Central Scheduling and General Services. Happy spring cleaning everyone!

Property of the  
University of Texas-Rio Grande Valley



**ASSETS MANAGEMENT**

Need a tag or tag replacement?

Email us at [AssetsManagement@utrgv.edu](mailto:AssetsManagement@utrgv.edu)

## Total assets as of February 2024

Capital: 4,152  
Controlled: 24,897  
Inventory: 2,721

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