

The University of Texas
Rio Grande ValleyTM

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**Assets Management
 Treasury, Student
 & Financial Systems**

DEPARTMENT
Newsletter

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Staff

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Assets Mgmt. Manager
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Financial Analyst
 Pedro Sanchez
Accountant IV
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Accountant III
 Elsa Garcia
Accountant II
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Greetings!

We are pleased to present the first edition of the UTRGV Asset Management Newsletter. In this newsletter, we aim to provide you with valuable insights and updates on our department, processes, assets and important information. Our goal is to keep you informed and engaged as we work towards achieving our long-term objectives.

We hope this newsletter will serve as a valuable resource for faculty, staff, and other members of the UTRGV community who are interested in understanding and participating in the university's asset management activities. We encourage you to provide feedback, ask questions, and share your suggestions as we strive to improve our processes, customer service and this publication.

Thank you for your continued support as we work together to ensure growth and success of UTRGV. We look forward to keeping you updated on our asset management endeavors.

Sincerely,
 The Assets Management Leadership and Staff

Inventory Certification Schedule

Division	Season	Due Date
Office of the President	Season I	December 16, 2022
Research	Season I	December 16, 2022
Student Success	Season I	December 16, 2022
Provost-Academic Affairs	Season I	December 16, 2022
Health Affairs	Season I	December 16, 2022
Finance & Planning	Season II	June 1, 2023
Institutional Advancement	Season II	June 1, 2023
Govt & Community Relations	Season II	June 1, 2023
Strategic Enrollment & Student Affairs	Season II	June 1, 2023
Administration Support Services	Season II	June 1, 2023

What's the difference between a Property Officer and an Asset Custodian?

The *property officer* is a full-time employee assigned to coordinate the physical inventory for assets under a specific department(s), submit annual certifications and approve/deny Asset Change Request workflows. This person is the point of contact and will be notified of any updates or changes initiated by Assets Management.

The *asset custodian* is full-time employee responsible for the physical care, custody, and safekeeping of assets assigned to them. This person will communicate with the property officer regarding acquisitions, updates, transfers, missing/stolen equipment and surplus (disposals).



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.

We will be conducting training sessions to introduce, review and enhance the assets management processes. Topics will include: Property Officer sessions, Workflow Submissions and reporting.

Staff can sign up on the [UTRGV Training Portal](#) this coming month. 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.

How do I know which workflow to submit?

In PeopleSoft's Assets Management module, there are 4 types of workflows that serve a specific purpose. Here are the 4 types of workflows submitted when creating an asset change request.

- Asset Transfer - update asset location and/or property officer and department.
- Asset Removal - update asset location to Off Campus (telecommuting or travel)
- Asset Return - update asset location from off campus to university location.
- Asset Transfer to Surplus - initiate asset transfer to surplus.

Each workflow requires an approval from applicable offices. When the workflow has been fully approved the updates will reflect in PeopleSoft. Instructions for each 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



12345

ASSETS MANAGEMENT

Need a tag or tag replacement?

Email us at AssetsManagement@utrgv.edu

Total assets as of May 2023

Capital: 4,309

Controlled: 24,4420

Inventory: 2,962

Contact Info:

AssetsManagement@utrgv.edu

InventoryCertifications@utrgv.edu

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