

The University of Texas
Rio Grande Valley™

Assets Management
Treasury, Student
& Financial Systems

ASSETS MANAGEMENT Newsletter

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FY25 Phase 2 Inventory Certification deadline 5/30/25

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Dear Campus Community,

We hope the new year is coming along well for everyone. We would like to take this opportunity to thank all property officers and departments for successfully meeting the requirements of Phase I.

Beginning in April, Assets Management will commence Phase II of Inventory Certification. This phase is crucial to maintaining accurate and up-to-date records of our assets. We encourage everyone to visit the UTRGV Training portal for information on upcoming training sessions.

Thank you for your continued cooperation and diligence in maintaining the integrity of our assets. Together, we can achieve excellence in our asset management practices.

Assets Management Leadership and Staff

DEPARTMENT MOVES - NO ASSETS LEFT BEHIND!

If your department is relocating, please ensure that all equipment is removed from the office suite or building. Create surplus workflows for equipment that is no longer needed and create transfer workflows to update the new location in PeopleSoft. Keep in mind the surplus process can take several weeks, so plan accordingly. In some cases, you will need to transport unwanted assets to your new location, allowing General Services to collect them in your presence.

If these steps are overlooked or not completed in a timely manner, assets left in vacant areas will continue to appear on your inventory report.

For a department move checklist, please visit our [website](#).

SCAN YOUR ASSETS!

Did you know Assets Management offers scanning equipment to account for your assets? This efficient process allows you to quickly scan all assets on hand. Once completed, our department will provide you with a list of your current inventory in PeopleSoft, giving you the opportunity to compare both lists. All scanned assets will be uploaded to the correct property officer and location, eliminating the need for additional workflow processes in your area.

How Do You Get Access?

Full-time employees can request access via Access Admin within the Information Technology department. Once access is granted, a live training session will be scheduled on the Edinburg campus. This will give us the opportunity to make sure you can successfully log into the equipment and go through sample scan scenarios. You will then be able to check out scanner equipment for 10 business days.

How Does This Help Your Office?

Scanning your tagged assets is a fast and efficient way to account for your inventory and quickly determine what is missing. It will also correct information in PeopleSoft without the additional steps of submitting workflows.

Have questions? Feel free to contact assetsmanagement@utrgv.edu for additional details.

MISSING ASSETS

The 2024 Physical Inventory results indicated an increase in missing assets that were five years old or less. It is crucial that these assets are found and departments will be asked to put in extra efforts to locate them. Additionally, these assets will not reflect a "Missing" status in PeopleSoft. Reporting newly acquired assets as missing may be considered misuse of funds by the State and may compromise funding received by our institution.

Assets Management fully understands that equipment is sometimes misplaced, which is why we encourage property officers to list the custodians (actual users of the assets) on your inventory report. This will help during certification season by identifying the appointed full-time UTRGV employee. We also encourage ongoing communication within departments when changes are made that affect asset locations and assignees.

Visit our [website](#) for all reference documents
and inventory certification details.

Property of the
University of Texas-Rio Grande Valley



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ASSETS MANAGEMENT

Need a tag or tag replacement?

Email us at AssetsManagement@utrgv.edu

Total assets as of February 2025

Capital: 2,311

Controlled: 27,287

Inventory: 2,668

Contact Info:

AssetsManagement@utrgv.edu

InventoryCertifications@utrgv.edu

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