



Assets Management
Treasury, Student
& Financial Systems

ASSETS MANAGEMENT *Newsletter*

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Dear Campus Community,

We hope your fiscal year 2026 is going well. Congratulations to the Vaqueros football team on their inaugural season-an achievement that has energized our entire campus!

As we move through the end of 2025, our primary focus this month is ensuring that all departments in Season I successfully complete their inventory certification. To support this effort, we continue to add, update and correct asset data based on your workflows, forms, purchases and requests.

Please do not hesitate to contact us as InventoryCertifications@utrgv.edu with issues or questions. We are here to help!

Assets Management and Leadership Staff thank you for your cooperation and look forward to a successful 2026. Wishing you and your families a joyful holiday season.

FY 2026 Inventory Certification Schedule

Division	Season	Due Date
President	Season I	December 12, 2025
Athletics	Season I	December 12, 2025
Health Affairs	Season I	December 12, 2025
Human Resources & Reg Affairs	Season I	December 12, 2025
Provost-Academic Affairs	Season I	December 12, 2025
Research	Season I	December 12, 2025
Student Success	Season I	December 12, 2025
University Marketing & Communication	Season I	December 12, 2025
Finance & Business Affairs	Season II	May 29, 2026
Govt & Community Relations	Season II	May 29, 2026
Institutional Advancement	Season II	May 29, 2026
Strategic Enrollment & Student Affairs	Season II	May 29, 2026

SCAN YOUR ASSETS

Inventory Certification doesn't have to be tedious; its an opportunity to correct your department's asset records. By scanning and verifying your assets before certification season begins, you'll gain several important benefits.

- **Accurate locations:** Ensure assets are listed in the correct building/rooms.
- **Property Officer Updates:** Keep/update assets assigned to the correct property officer.
- **Data Validation:** Identify and resolve discrepancies, including missing assets.

Once assets are scanned, keeping your inventory report up to date becomes simple and efficient. We will also provide an asset list for comparison and correction, making the certification process easier.

How to get started:

- Contact us AssetsManagement@utrgv.edu
- IT will grant access to the CG4 software
- Schedule a live training at the Edinburg campus

Take the next step today! Scanning ensures your assets are property verified, making your certification process less time consuming.

ASSET SEARCH-NO SPACE LEFT BEHIND

Missing assets are always a concern for Assets Management. While several departments certified their inventory with a missing status, some were notified that they could not be updated as such due to their in-service date.

Please note that assets **5 years old or newer** cannot be accepted as missing. Departments are asked to take additional steps to locate these items. We strongly recommend looking in closets, unused furniture, cabinets, and any storage rooms or boxes. For departments with staff located across campuses or work from home, please contact them and have them double check their assigned equipment and to check work/computer bags.

It is very common that Assets Management gets notified of found assets during department moves, clean outs, or audits and it truly makes our day! If you discover an untagged or misplaced asset, report it immediately. Every asset recovered strengthens our system and reduces waste.

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 August 2025

Capital: 2,525

Controlled: 28,590

Inventory: 1,231

Contact Info:

AssetsManagement@utrgv.edu

InventoryCertifications@utrgv.edu

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