

# ASSETS MANAGEMENT *Newsletter*

## In this Issue

1. Inventory Certification has begun.
2. Submitting a Surplus Workflow Correctly
3. Surplus Non Tagged Assets

Dear Campus Community,

Welcome to the latest edition of the Assets Management Newsletter! During the first quarter of FY25, we are pleased to announce that the UTRGV Inventory Certification for Season I is now underway. A total of 166 reports were emailed during the week of November 18, 2024, with a submission deadline set for Friday, December 13, 2024. Our team has been diligently hosting training sessions and will continue to offer additional classes through early December. You can locate scheduled sessions in the UTRGV Training Portal.

We greatly appreciate the submissions received so far and look forward to the successful completion of this important project. In addition, we are working on updating our website with the most recent policy updates and will keep everyone posted on the progress. Thank you for your continued support and cooperation!

Assets Management Leadership and Staff

## FY 2025 Inventory Certification Schedule

Division	Season	Due Date
University Leadership	Season I	December 13, 2024
Provost	Season I	December 13, 2024
Research	Season I	December 13, 2024
School of Medicine	Season I	December 13, 2024
Student Success	Season I	December 13, 2024
Finance & Business	Season II	May 30, 2025
Govt and Community Relations	Season II	May 30, 2025
Institutional Advancement	Season II	May 30, 2025
Strategic Enrollment & Student Affairs	Season II	May 30, 2025

## Submitting a Surplus Workflow Correctly

The Surplus Workflow in PeopleSoft is crucial for ensuring that inventory assets, such as computers and other tagged equipment, are properly transferred to surplus. To start the process, users must submit a workflow in PeopleSoft, making sure the location record specifies the pickup location. If the asset is a computer, the Information Technology department must first remove any software or hardware components before the workflow can proceed.

The Property Officer then reviews the submission, verifying the surplus location and ensuring the request includes a contact name and phone number for General Services. Next, Central Scheduling checks the workflow for accuracy. If any errors or omissions are found, the request will be canceled and need resubmission. If approved, a work order is created and sent to General Services, which schedules a pickup using the provided contact information.

Once collected, assets are delivered to surplus warehouses in Brownsville or Edinburg, where tag numbers are reviewed and matched to the workflow for final approval by Central Receiving. Upon completion, the asset is removed from the Property Officer's inventory. Accurate submissions are essential, as cancellations or denials require resubmission, causing delays.

If an asset is missing a tag or if the tag is fading, please create a label with the tag number and barcode to place on the item. This will assist General Services and Central Receiving when picking up and approving the workflow. Please double-check all details to ensure a smooth workflow!

### Surplus Non Tagged Assets

Non-tagged assets—such as small printers, cabinets, chairs, and desks—are not part of UTRGV's controlled or capital assets, but they must still go through the surplus process when no longer in use. Unlike tagged assets, non-tagged assets require a work order request to be submitted directly through iServiceDesk. This request is routed to the facilities staff within Central Scheduling, who will coordinate the surplus process.

If a tagged asset is confirmed by the Assets Management Department as not part of the UTRGV inventory, it may also be included in the iServiceDesk work order. In such cases, it is crucial to note in the work order comments that Assets Management has verified the asset's exclusion from PeopleSoft. Without this verification, Central Scheduling may return the work order for clarification, causing delays.

For a smooth and efficient process, always confirm asset details and provide the necessary documentation. Proper handling of both tagged and non-tagged assets helps ensure compliance with UTRGV's surplus procedures.

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 July 2024

Capital: 4,204

Controlled: 28,006

Inventory: 1,073

Contact Info:

[AssetsManagement@utrgv.edu](mailto:AssetsManagement@utrgv.edu)

[InventoryCertifications@utrgv.edu](mailto:InventoryCertifications@utrgv.edu)

EUNFS 2.109

956/665-3093