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Dear Campus Community,

As we wrap up Phase II of our inventory certification, we want to extend our heartfelt thanks for your unwavering support and dedication. Your hard work has been crucial to our success. We're excited to share updates on our new workflow approvals, further strengthening our assets management processes. Additionally, we'll cover how to update an asset custodian and important dates to remember. Thank you for your continued commitment. Together, we can achieve excellence in our asset management practices

Assets Management Leadership and Staff

## How to Update an Asset Custodian

To update the custodian of an asset, use the Change of Custodian form. This form was included in the Inventory Certification email packets and is also available on our website.

The custodian must be a full-time UTRGV employee responsible for the physical care, custody, and safekeeping of assigned assets. In some cases, this person may also serve as the department's property officer. However, it's important to note that the property officer is a separate full-time UTRGV employee assigned to coordinate the physical inventory for a specific department.

Be sure to complete all sections of the form, obtain the appropriate signatures and dates, and submit it either with your completed inventory certification documents or via email to [InventoryCertifications@utrgv.edu](mailto:InventoryCertifications@utrgv.edu).

## FY25 Phase 2 Inventory Certification deadline 5/30/25

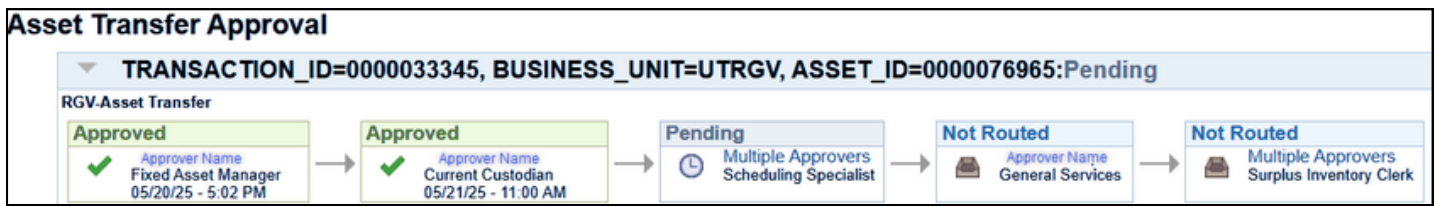
- Finance & Business Affairs
- Gov't & Community Relations
- Institutional Advancement
- Strategic Enrollment & Student Affairs

## NEW WORKFLOW APPROVALS

We are excited to share key updates to our workflow approvals in asset management that enhance efficiency and ensure accuracy.

### What's New?

- **Asset Management Review Added:** We've introduced an initial review step in the workflow to address issues early. This includes assets purchased with a grant, which will need written approval from the Grants Office. This ensures compliance with grant guidelines and allows for early denial and smoother resubmissions. Furthermore, the asset removal workflow now includes a section to indicate if the asset is remaining in state, going out of state, or out of the country.
- **General Services Included:** General Services has been integrated into the workflow. Their role is to confirm that all items approved for pickup are accounted for, preventing anything from being mistakenly left behind or unintentionally collected. This addition offers clarity and transparency to the campus community.



### What Stays the Same?

The requestor process remains unchanged, preserving familiarity while benefiting from the added layers of oversight and approval.

These updates reflect our commitment to improving workflow efficiency and accuracy while maintaining high standards of service. We appreciate your cooperation and look forward to smoother operations with these enhancements.

## DATE TO REMEMBER!

Please be reminded that Central Scheduling will pause all work order creations on July 25th. This means that the workflow approval should have reached their office by that date. Submitting the workflow on July 25th does not qualify and will be held for the new fiscal year in September. We appreciate your understanding and cooperation in adhering to this deadline to ensure a smooth transition into the new fiscal year.

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](mailto:AssetsManagement@utrgv.edu)

### Total assets as of May 2025

Capital: 2,562

Controlled: 26,346

Inventory: 2,668

Contact Info:

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

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