

**JMU
SURPLUS
PROPERTY**

A Little Value Will Do Ya

**Welcome to
the second
issue of our
new Surplus
Property
newsletter!**

**We hope you'll learn
about JMU Surplus
Property and how
we can help your
department save
money through
reutilization.**

Inside this issue:

Surplus Pre-Price Sale	1
Success Story	2
EICR form example	2 -
	3
Upcoming Events and Tidbits	4
Contact information	4

SURPLUS ANNOUNCEMENT

JMU SURPLUS PROPERTY SALE

(All Items Are Pre-Priced)

James Madison University
Surplus Property Warehouse
1070 Virginia Ave., Harrisonburg, VA
(Former Shenandoah Mfg. Plant-North End Dock Area)

**August 10, 2013
7:30 am–Noon**

Description of items for sale: Projectors, Appliances (Stoves and Dishwashers), LCD Monitors, Bikes, JMU Sports and Band Apparel, Sports Bags, Lost and Found Items such as jewelry, iPods, sunglasses, Music Keyboard, Meat Slicers, Stainless Steel Fryers, Dishes, TVs, Cameras, DVD Players, Dorm Beds, Desks, Tables (big and small), File Cabinets, Bookshelves, Chairs, Microscopes, Lounge Furniture, Office Supplies, Map cabinet, and much more.

Directions: From **I-81 North-Exit 251**, Turn left onto US-11 (N. Valley Pike). Make right onto Mt. Clinton Pike. Left onto VA-42 (Virginia Ave.) & proceed approx. ¼ mile to 1070 VA Ave. From **I-81 South-Exit 245**, Turn left onto Port Republic Road. Right onto VA-42 North (S. High St.). (S. High St. becomes Virginia Ave.). Proceed approx. 2 miles to 1070 VA Avenue.

TERMS: Cash, check, or credit card with proper ID. All items sold on "as is—where is" basis with no implied warranties of any kind given. All sales are final—no refunds. No preview date. For additional information, contact (540) 568-6931.

The Public Is Welcome.

JMU Surplus Property Success Story

JMU Surplus Property strives to reutilize items as much as possible. Many people will remember the garage building originally on Kyger Funeral Home property and later used by Nielsen Construction during the construction of the Forbes Center. What many people might not know is this building was surplused and sold to the City of Harrisonburg in September 2010.

The City dismantled and removed the steel structure and block façade as part of the purchase. The building was stored until being reassembled and reutilized. It's new home is next to the Harrisonburg Fire Department Station I on Maryland Avenue and houses their Hazmat equipment.



EICR Form Completion-Transfer to Surplus

What paperwork do I need to complete to send items to Surplus Property?

All transfers of equipment and furniture to Surplus Property must be recorded on an Equipment Inventory Change Request (EICR) form. A blank EICR form can be completed online and is located in the Finance Forms listing at the following link:

<http://www.jmu.edu/finprocedures/1000/1020.shtml>

A properly completed and approved EICR form must be received by the Surplus Property department **before** any items can be transferred to the Surplus warehouse. The EICR form can be sent through interoffice mail to MSC 5704, faxed to our department at 568-2383, or scanned and emailed to Mark Colopy at colopyma@jmu.edu. Once the EICR form is submitted, a work request can be completed by the departmental designee in AiM to have Moving and Delivery pick up the surplus items and deliver them to the Surplus warehouse. Note: Moving and Delivery is a Facilities Management department and is not related to Surplus Property.

An example of an EICR form for transfer of items to Surplus Property is provided on the next page.


EICR Form Completion-Transfer to Surplus (cont'd)

Instructions for Completing the EICR Form

1. Locate the "JMU ID" barcode and identify its six digit number on the surplus item.
2. If the ID# begins with an 8 or 9, please contact Fixed Assets staff for surplus eligibility.
3. The releasing department (department with items to surplus) is required to complete Section I. Note that the "Approving Signature" should be that of the department head.
4. If the item to be surplused has a JMU ID# please fill this in the upper left corner of the record box. If the item does not have a JMU ID# fill in "None."
5. For each item to be surplused, please provide as much additional detail as possible (ex. Manufacturer, model, serial #, ESN #, visual details). If equipment is not working, note this.
6. Fill in the box "To Surplus Property Warehouse" in Section II.
7. Send the original form to the Surplus Property Coordinator and the releasing department retains a copy.

***Approving signature must be from the Department Head.**

***EICR form must be submitted before goods are delivered to Surplus Property.**



Equipment Inventory Change Request

Section I: Releasing Department Information

Department Name International Accounting Prepared By Elizabeth Cave
(Fixed Asset Coordinator)
 Date 5/6/2013 Email caveex Extension 87338
 Approving Signature *Liz Heavner* Name & Title Liz Heavner, Manager
(Please Print)

NOTE: For Grant or Equipment Trust Funds Items, Contact Fixed Assets prior to any action.

Please list equipment below with a detailed description. Attach a separate sheet for more than 5 items.

JMU ID Number	Description (Item Name, Manufacturer, Model #, Serial #, ESN)
1. 106819	Sony LCD projector, model VPL-CX100, serial # 30146
2. None	Small round conference table, gray top
3. None	2-drawer black file cabinet, letter size
4.	
5.	

Check Appropriate Change Action Below: (One Action per Form)

Section II	Section III
<input checked="" type="checkbox"/> TO SURPLUS PROPERTY WAREHOUSE Received By <u><i>Mark Colopy</i></u> Date <u>5-10-13</u> Ext. # <u></u>	<input type="checkbox"/> TO ANOTHER JMU DEPARTMENT Department Name _____ Building _____ Room # _____ Received By: _____ Date _____ Ext.# _____
Section IV	Section V
<input type="checkbox"/> TO A DIFFERENT BUILDING (within same Dept.) Building _____ Room # _____ Date _____ Ext.# _____	<input type="checkbox"/> DISPOSAL <input type="checkbox"/> Trade-In (PO#) <input type="checkbox"/> Lost/Stolen* <input type="checkbox"/> Cannibalized for Parts <input type="checkbox"/> Casualty Loss * <small>*see Financial Procedures Manual, Section 3040</small>

FORM DISTRIBUTION :
(responsibility of the Releasing Department)

Original Copy Copy Copy
 Fixed Assets and Surplus Property, MSC 5704
 Receiving Department, Fixed Assets Coordinator
 Releasing Department, Fixed Assets Coordinator
 P.C. Services, MSC 4802 (applies to computer equipment only)

Finance - 4/01/09

Step 3

Step 4

Step 5

Step 6

Upcoming Events



JMU Surplus Property is planning an August 10 pre-price sale, which will be open to the general public. More items (OF VALUE) are needed! Please contact Surplus Property when your department identifies excess, unwanted items and let us help you with the transfer process. It's time to clean out those storage areas! Why not use the month of June to get rid of those items that have been taking up space and collecting dust! SURPLUS IT! **July 17** is the cut-off date for surplusing items for the sale. This is also the last day campus departments may shop at the Surplus warehouse until after the sale.

Tidbits

- * There will be **no** Surplus Open Warehouse on July 24, July 31 or August 7.
- *Remember that all surplus computer equipment (anything with an Equipment Service Number) must be transferred to PC Services, not Surplus Property. Use Section III of the EICR form for these transfers.
- *Remember broken items should go to Recycling. Exceptions are broken LCD televisions and high dollar equipment that Surplus can sell on www.govdeals.com for parts only.

JMU Surplus Property (Contact Information)



Website: <http://www.jmu.edu/acctgserv/accountingreporting/fixedassets.shtml>

Mark Colopy, Surplus Property Coordinator, colopyma@jmu.edu

Office: 349 Massanutten Hall—Phone 568-6931 Fax 568-2383

Warehouse: 1070 Virginia Ave.—Phone 568-3353

Cell Phone: (540)820-2363

Eric Dromazos, Student Warehouse Specialist, dromazej@dukes.jmu.edu

Office: 342 Massanutten Hall

Diane Hinton, Inventory Specialist, hintondf@jmu.edu

Office: 341 Massanutten Hall—Phone 568-3748 Fax 568-2383

Open warehouse hours: Wednesdays 1:30-4:30 pm or M-F by appointment.