

JMU SURPLUS PROPERTY

Welcome to
the third 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.

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A Little Value Will Do Ya!

It's a Wrap!!

The Surplus Property Pre-Price sale held August 10th was a huge success thanks to all the JMU departments who transferred items to the Surplus Property warehouse (Classroom Technology, Art Department, Athletics, College of Business and Residence Life). Record sales were achieved! A special thanks goes out to all the staff that worked the sale, too. Everyone stayed busy from when the doors opened at 7:30 a.m. to past 12:00 p.m. helping the final customers.

Thank you to Facilities Management-Moving and Delivery, Recycling, and Space Management for their support services preparing for the sale.

As the JMU Surplus Property website states, the Surplus Property department strives to support campus needs by reutilizing furniture and equipment. New items are received every Wednesday and Friday at the Surplus Property Warehouse. In addition to pre-price sales, JMU Surplus is advertising items each month on the government surplus website www.govdeals.com. Below are a few pictures from before the sale.



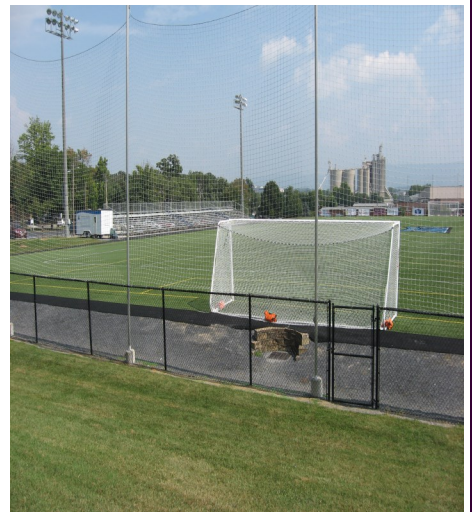
Surplus Property Customers- Success Stories

Surplus Property strives to reutilize items as much as possible after first offering items to JMU departments. Examples of Surplus Property redistribution and various sales to our approved network of customers this past quarter include:

Campus– transferred a hutch to Communications, Marketing, and Public Affairs.

State Agency transfers - transferred large volumes of furniture to Central VA Training Center and Woodrow Wilson Rehab Center.

Sales to Localities and Non-Profits: Stonewall Jackson H.S.-soccer shelters; Eastern Mennonite University-bleachers; Virginia International University-projectors, file cabinets, chairs, and lounge furniture; Broadway Police-tables and file cabinets; Mt. Solon and Rockingham County Fire Departments-dorm beds; and, Bridgewater College-incubator and cabinets.



EICR Form Completion-Transfer to Surplus

Please remember the requirement to submit a completed EICR form (with an approving Department Head signature) for ALL transfers to Surplus Property before the transfer occurs. An EICR form should be submitted to Surplus Property before a work request is entered for FM Moving and Delivery to pick up surplus items.

This requirement helps Surplus Property know what to expect with deliveries and keeps the database of surplus assets accurate. This requirement also allows Fixed Assets staff to continue to assist departments in maintaining an accurate departmental inventory for items with decals (Property of JMU barcodes).

Surplus Property Customers- Success Stories Continued

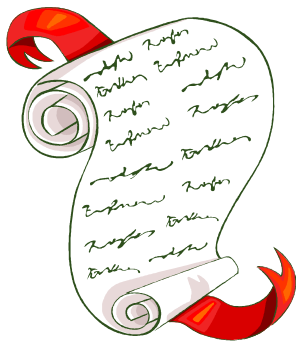
SMAD gets kudos for their timely processing of an EICR form and notifying Surplus Property of the volume and type of items (2 TVs and large cabinet) planned for surplus when a short timetable was involved in a classroom upgrade. Reutilization is being planned by Wind Energy.

Athletics gets kudos as well for preparing an EICR form in a timely manner notifying Surplus Property of a cleanout of the Convo. The leather sectional couch (below left) was reutilized by University Marketing and Woodrow Wilson Rehabilitation Center.



Admissions and University Events get kudos for giving Surplus Property advance notice of a large volume of good quality furniture planned for surplus, which allowed for redistribution on campus, transfer to Woodrow Wilson Rehabilitation Center, and sales of couches and chairs to VA International University (above right).





Upcoming Events

The 17 departments that will be moving into the new Student Success Center are sending Surplus Property a listing of their planned surplus items. These lists will be consolidated into one spreadsheet, which will be shared with campus departments in need of surplus furniture. Please email the furniture needs of JMU departments to Mark Colopy (colopyma@jmu.edu) that you anticipate needing for both Spring and Summer 2014.

Tidbits

*As noted in the JMU moves guide, please remember to clean out furniture drawers (especially desks and file cabinets).

*Check out the new pictures on the JMU Surplus Property web site (upgraded); Surplus has a large volume of desks, tables, and file cabinets at the present time.

Also, keep in mind Surplus Property staff will pick up and deliver small items (items one person can carry and set up) at no cost to your budget!

*The Surplus Property warehouse has a new "Warehouse" sign at the North entrance at 1070 VA Avenue, to help customers find us!!



JMU Surplus Property (Contact Information)

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

Jennifer Steele, Fixed Assets & Surplus Manager, steel2jl@jmu.edu,
Office: 345 Massanutten Hall—Phone 568-4516 Fax 568-2383

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

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