

**Welcome to
the Fifth 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:

- Campus reuse pictures, process 1
- Success Stories: Campus & Agency 2
- Reutilization on Campus Cont'd 3
- Saving money by reusing surplus lawn furniture 4
- Announcement and contact information 4

Surplus Property Process—Reuse Stories and Pictures

Montpelier Hall emptied out many nice chairs, tables, bookcases, file cabinets, and much, much more. Below are sample pictures of departments who have transferred some items from JMU Surplus Property. Again, many items are planned for the Student Success Center moves this summer. Please email Mark Colopy (colopyma@jmu.edu) any furniture needs for your department.

(FM- Housekeeping break room chairs)

(Athletics Photography copy stand)



(Athletics Photography workstation)

(Athletics Photography office cont'd)



JMU Surplus Property Success Stories Cont'd

The Forbes Center and Geology Departments reusing furniture.



Agency and Political Sub items-UHC's Becky Schaeffer with scrubs for Central VA Training Center-Lynchburg. Right, chairs sold to VIU.



Reutilization by Various JMU Departments Let Surplus Help You Save Money

COE reusing furniture for summer moves



FIXED ASSETS REUSING A TABLE FOR A PRINTER

CONVO TICKET OFFICE MICROWAVE



GRADUATE PSYCHOLOGY REUSING A DESK

KINESIOLOGY REUSING A CHAIR



Philosophy and Religion Reutilized Surplus Lawn Furniture



Announcement!

Effective Immediately: Before any items will be accepted at the Surplus Property warehouse, an Equipment Inventory Change Request (EICR) form must be completed and sent to the Surplus Property Coordinator. This procedure applies to surplus items to be picked up by the Moving Crew or by the Surplus Property Coordinator and to items brought out by departments to the warehouse. Work requests to bring items to the Surplus warehouse (including departmental moves) will not be processed by the Moving Crew until an EICR form is received by the Surplus Property Coordinator.

JMU Surplus Property Contact Information

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



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