# JMU SURPLUS PROPERTY

# A Little Value Will Do Ya

#### Volume 1, Issue 5

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.

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## **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)

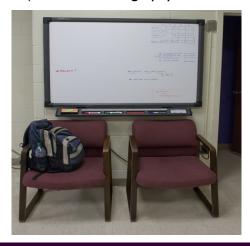


(Athletics Photography workstation)





(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

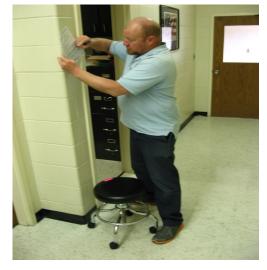


GRADUATE PSYCHOLOGY REUSING A DESK





KINESIOLOGY REUSING A CHAIR



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## Philosophy and Religion Reutilized Surplus Lawn Furniture







Announcement!

Effective Immediately: Before <u>any</u> items will be accepted at the Surplus Property warehouse, an Equipment Inventory Change Request (EICR) form <u>must</u> 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 <u>until</u> an EICR form is received by the Surplus Property Coordinator.

## 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

Diane Hinton, Inventory Specialist, hintondf@jmu.edu Office: 341 Massanutten Hall—Phone 568-3748 Fax 568-2383

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

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

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