

Welcome to
the sixth 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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Student Success Center Surplus Treasures

Many departments utilized JMU surplus property furniture fallout from the opening of the grand Student Success Center:

- *Office of Annual Giving
- *College of Education
- *Geology
- *Office of Institutional Research
- *Math and Statistics
- *College of Business
- *Alumni Hall (Senior leadership reused the table below)



Many state and local agencies reused JMU Surplus Property cabinets this past quarter from Warren Hall's move, too:

- **Colleges/Universities - Lord Fairfax Community College**
- **Department of Corrections-White Post Correctional, Augusta Correctional, Cold Springs, and Culpeper Correctional Center for Women**



JMU Surplus Property Success Stories

JMU Surplus Property transferred an exercise machine to Health Bites, chairs to Annual Giving, and welder equipment to Theatre and Dance.



Reuse Among State Agencies

Surplus property transferred a large volume of furniture and Art equipment to Lord Fairfax Community College. LFCC has expressed a lot of gratitude for a gas kiln and furniture out of the MHAC building.



Surplusing Computer Equipment—Sample EICR Form

- EICR must be submitted by **Fixed Assets Coordinator or designated Technical Coordinator**, and approved by **Department Head**.
- Provide complete description and identifiers of computing equipment to be surplused, such as **JMU ID number**, if applicable, **ESN**, and **Service Tag or Serial Number**. List one asset per line, attaching a spreadsheet for additional items.
- Complete **Section III** indicating **PC Services** as receiving Department Name.
- Scan and email EICR to fixedassets@jmu.edu.
- EICR is received and reviewed for completeness, correct approval, and eligibility by Fixed Assets Inventory Specialist. Upon approval, EICR is forwarded to PC Services.
- Computer Delivery Support Technician arranges pick up of computing equipment notifying Fixed Assets Coordinator of scheduled date and time.
- Upon pick up, Section III of EICR is signed and dated. One copy is left with Fixed Assets Coordinator. Computer Delivery Support Technician returns a second copy to Inventory Specialist to complete transfer process.

JMU
James Madison University

Equipment Inventory Change Request

Section I: Releasing Department Information

Department Name Accounting Technology Prepared By Sandy Pitchard
(Fixed Assets Coordinator)
 Date 9/3/2014 Email pitchase Extension X82941
 Approving Signature *[Signature]* Name & Title John Rockwell, 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. 813316	Dell OptiPlex 960 XP Desktop Computer, Service Tag 5Q6M1J1, ESN 09-0124
2. none	Dell OptiPlex 980 Desktop Computer, Service Tag J40NDP1, ESN 11-0430
3. 808425	HP LaserJet 9000dn Printer, Serial # JPBRY08676, ESN H3590
4. none	2 Dell LCD Monitors, 17"
5. none	Box of keyboards, mice, cables

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

Section II	Section III
<input type="checkbox"/> TO SURPLUS PROPERTY WAREHOUSE Received By _____ Date _____ Ext.# _____	<input checked="" type="checkbox"/> TO ANOTHER JMU DEPARTMENT Department Name <u>PC Services Surplus</u> 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"/> Cannibalized for Parts <input type="checkbox"/> Lost/Stolen* <input type="checkbox"/> Casualty Loss * <small>*see Financial Procedures Manual, Section 3040</small>

FORM DISTRIBUTION :
(responsibility of the Releasing Department)

Original Copy
 Copy

Fixed Assets and Surplus Property, MSC 5704
 Receiving Department, Fixed Assets Coordinator (if section III is checked)
 Releasing Department, Fixed Assets Coordinator

Finance - 5/06/14

Computing Equipment for PC Services

CPUs, Monitors, Printers, Scanners, Servers
 Fax Machines* with ESNs only

Equipment Not Accepted by PC Services

Fax Machines* without ESNs and Projectors

Remaining Treasures from Summer Moves

Again, surplus property items are available on a first come, first serve basis for departmental use. Here are a few items that are in stock.



NEWSFLASH!!

***Effective immediately**, shoppers who selected items at the JMU surplus warehouse will no longer be able to transport items back to campus in personal vehicles. The **approved delivery methods** now are: delivery by the Surplus Property Coordinator, FM-Moving and Delivery, or JMU departmental vehicles. Please note FM Moving and Delivery requires an online work request in AiM.

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

Jennie Fink, Inventory Specialist, fink3jl@jmu.edu, Office 344

Massanutten Hall-Phone 568-3724 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.