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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A Little Value Will Do Ya

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 surplus, 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.

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
Remainin 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.

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