

Welcome to the seventh issue of our 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 Staff Changes—Computer Surplus

At the beginning of December 2014, two positions were moved from PC Services to Fixed Assets & Surplus Property. These two positions deal with the pick up of surplus computer equipment. Meet Dennis O'Connor and Steph Goetz, who are now the staff of **Computer Surplus**.

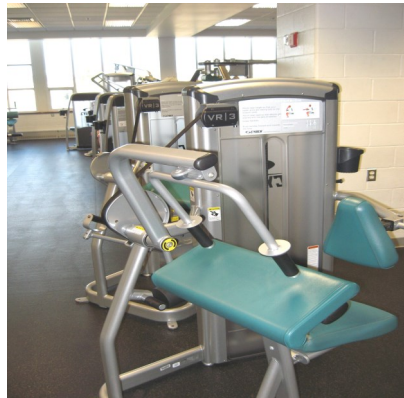


Their offices are located at 1070 Virginia Avenue in the space previously occupied by Richie Testa and his staff. In the last issue of the Surplus Property newsletter on page three, we provided an example of an EICR form for transferring surplus computer equipment to PC Services. With this staffing change, all you need to do differently is type in "Computer Surplus" in Section III for the receiving department. Dennis and Steph will be sent the approved copy of the EICR form and schedule an appointment with you to pick up the equipment. It's that easy! If you ever need to contact them, we've added their email and telephone information to our contact list on page four.

Dennis and Steph have a departmental van for picking up computer equipment. If your department has a very large load, we will submit a work request for the FM Moving and Delivery Crew to pick up the equipment at no cost to your department. Currently, working LCD monitors are being transferred from Computer Surplus to Surplus Property for campus departments to reutilize. Surplus computers are sent to our contracted electronics recycler, Metech Recycling, for destruction of hard drives and recycling of all components. **Surplus computers are not reissued to campus.**

## JMU Surplus Property Success Stories

Surplus Property received a large lot of fitness equipment due to new equipment received for the UREC renovation and expansion project. Some of the fitness equipment is being reutilized by JMU ROTC for a new workout room, and some has been transferred to other State agencies, saving money for all!



## Reuse Among State Agencies

Surplus property transferred a large volume of furniture and equipment (shown here) to Middle River Regional Jail, Augusta Correctional Center, Central VA Training Center, and Department of Corrections-Cold Springs, as well as JMU Electric and Maintenance shops.



## Surplus Office Supplies Available

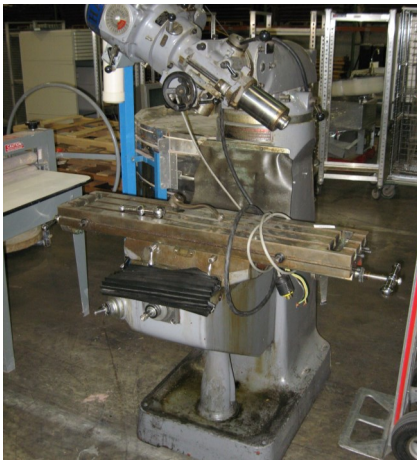
**Extending the  
life of surplus  
items by  
redistributing**

Don't forget to visit the Surplus Property warehouse on Wednesday afternoons for Open Warehouse! Besides furniture and equipment, you'll find plenty of office supplies in great shape that can save your department money! Inventory changes weekly, so come shop Surplus!!!



## Surplus Items Sold Online

You never know what you'll find for sale! Here are items JMU Surplus Property has sold on [www.govdeals.com](http://www.govdeals.com) in the past few months: a milling machine, LCD computer monitors, a dust collection system, and lithography press. See our Surplus Announcement under the Surplus Property website for information on GovDeals. Register with GovDeals and shop for surplus for your home!





## **NEWSFLASH!**

## **Surplus Issues**

**\*Please Note:** When JMU departments work with Facilities Management, Procurement Services, Space Management, and vendors regarding equipment, all questions and issues relating to recycling, inventory trade-ins, cannibalization, lost/stolen, and casualty loss should be communicated to the JMU Fixed Assets & Surplus Property office. (EICR forms are required as needed, too).

\*After contacting Surplus Property and having items deemed recycling, the JMU Recycling department requires an on-line work request to be processed in AiM in order to pick up all qualifying items.

\*Remember to provide as much detail on EICR forms when sending items to Surplus Property. Always look items over for Property of JMU decals and empty all furniture drawers.

### **JMU Surplus Property Contact Information**



Website: <http://www.jmu.edu/financeoffice/accounting-reporting/assets-property/index.shtml>

Departmental email for EICR forms: [fixedassets@jmu.edu](mailto:fixedassets@jmu.edu)

Mark Colopy, Surplus Property Coordinator, [colopyma@jmu.edu](mailto:colopyma@jmu.edu)

Office: 349 Massanutten Hall—Phone 568-6931 Fax 568-2383

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Office: 344 Massanutten Hall—Phone 568-3724 Fax 568-2383

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