

**Santa Rosa County  
School District**



**"A Tradition of Excellence"**

**Judson C. Crane**  
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August 21, 2014

Mr. Tim Wyrosdick  
Superintendent of Schools  
5086 Canal Street  
Milton, Florida 32570-6707

Dear Mr. Wyrosdick,

The attached property listing details the outcome of the property control inventory audits for fiscal year 2014. The missing assets were removed from the property records. The assets that were found this year but missing from a prior year's audit have been added back to the property records.

Sincerely,

Judson C. Crane

JCC/jc

DISTRICT 1  
Diane Scott

DISTRICT 2  
E. Hugh Winkles

DISTRICT 3  
Diane Coleman

DISTRICT 4  
Jennifer Granse

DISTRICT 5  
Scott Peden

## Missing Assets & Found Assets for Fiscal Year 2014

### Prior Year Missing Assets That Have been Found in FY14

			Date	Date	Acquired	
Center	Asset #	Description	Missing	Found	Cost	Depreciation
9003	Y23361	HP Laser Printer	11/13/08	08/05/13	\$ 3,439.00	\$ 3,439.00
0261	Y08577	Projector	04/28/04	01/22/14	\$ 860.00	\$ 860.00
0103	Y34009	A/V Projector	06/14/06	10/29/13	\$ 2,000.00	\$ 2,000.00
0351	Y28523	Samick Piano Keyboard	02/28/11	06/10/14	\$ 1,625.00	\$ 1,625.00
0271	Y39110	Gateway Laptop Computer	04/09/13	04/08/01	\$ 1,464.00	\$ 1,464.00
<b>Totals:</b>	<b>5</b>				<b>\$ 9,388.00</b>	<b>\$ 9,388.00</b>

### Missing Assets for Fiscal Year 2014

Cost Center	Asset #	Description	Date Acquired	Acquired Cost	Accumulated Depreciation
<b>0261</b>	Y38618	Gateway Computer	2/25/2005	\$ 1,075.00	\$ 1,075.00
<b>0102</b>	Y36626	LCD Projector	9/5/2003	1,479.00	1,479.00
<b>Totals:</b>	<b>2</b>			<b>\$ 2,554.00</b>	<b>\$ 2,554.00</b>

**Missing Items - Documentation Form**School  
Name:

King Middle School

Center  
Number:

0261

List items that were not accounted for on the property control inventory day.

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y38618	Gateway Desktop Computer	003463009	\$1,075.00	0001/0026

**Note: These are minimum steps to be taken; a complete search may include numerous activities.**

1. Identify last known location and physically search room, including closets
2. Interview employees that have access to area
3. Review file of transfers & surplus pick up forms.

List the name and job title of the individuals that were questioned during the search:

Name:

Diane Robinett

Title:

Tech.

Name:

Brett Shepherd

Title:

Teacher

**PRINCIPAL/ADMINISTRATIVE DEPARTMENT HEAD COMMENTS:** Give the complete circumstances and process taken to locate the missing item(s). Use additional paper if necessary.

Room to Room search. During process, teacher stated computer stopped working and unit was swapped out by Lori G. H. J.



Principal's Signature

Daren Brock

Principal's Printed Name

5-20-14

Date

**IMPORTANT:** Complete form, print a paper copy and have an authorized person sign it before sending it to Property Control via courier.**FOR PROPERTY CONTROL USE ONLY**

Received By: (Print Name)

Signature:

Date:

Do not forget to  this page!

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**Missing Items - Documentation Form**

School Name: Gulf Breeze Middle Center Number: 0102

List items that were not accounted for on the property control inventory day.

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y36626	Sony LCD Projector	67051	1,479.00	1 / 12

**Note: These are minimum steps to be taken; a complete search may include numerous activities.**

1. Identify last known location and physically search room, including closets
2. Interview employees that have access to area
3. Review file of transfers & surplus pick up forms.

List the name and job title of the individuals that were questioned during the search:

Name: MARY GRAHAM Title: LIBRARIAN  
 Name: LISA HIGLEY Title: TECH CONTACT

**PRINCIPAL/ADMINISTRATIVE DEPARTMENT HEAD COMMENTS:** Give the complete circumstances and process taken to locate the missing item(s). Use additional paper if necessary.

We have searched the entire school several times looking for the missing projector and cannot find it. We feel strongly that it was included in a surplus load with other projectors and we just missed the documentation.

Richard Cobb RICHARD COBB 4/11/14  
 Principal's Signature Principal's Printed Name Date

**IMPORTANT:** Complete form, print a paper copy and have an authorized person sign it before sending it to Property Control via courier.

**FOR PROPERTY CONTROL USE ONLY**

Received By: (Print Name) Joyce Collins Signature: Joyce Collins Date: 4-7-14  
 Do not forget to  this page!

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