

Judson C. Crane CPPO, CPPB Director of Purchasing and Contract Administration 6544 Firehouse Road, Milton, Florida32570-3411

> Phone: 850/983-5130 Suncom: 689-55130 Facsimile: 850/983-5133 E-mail: cranej@santarosa.k12.fl.us Website: www.santarosa.k12.fl.us/ purchasing

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

Judson C. Crane

JCC/jc

Missing Assets & Found Assets for Fiscal Year 2014

| | | | Date | Date | A | Acquired | | |
|--------|---------|-------------------------|----------|----------|----|----------|-----|----------|
| Center | Asset # | Description | Missing | Found | | Cost | Dep | reciatio |
| 9003 | Y23361 | HP Laser Printer | 11/13/08 | 08/05/13 | \$ | 3,439.00 | \$ | 3,439 |
| 0261 | Y08577 | Projector | 04/28/04 | 01/22/14 | \$ | 860.00 | \$ | 860 |
| 0103 | Y34009 | A/V Projector | 06/14/06 | 10/29/13 | \$ | 2,000.00 | \$ | 2,000 |
| 0351 | Y28523 | Samick Piano Keyboard | 02/28/11 | 06/10/14 | \$ | 1,625.00 | \$ | 1,625 |
| 0271 | Y39110 | Gateway Laptop Computer | 04/09/13 | 04/08/01 | \$ | 1,464.00 | \$ | 1,464 |

| | Cost 1,075.00 | \$ Acquired 2/25/2005 | Description | Asset # | • |
|-----------|------------------|-----------------------------|----------------------|---------|--------|
| | 1,075.00 | \$ 2/25/2005 | Catalyna, Camanystan | | Center |
| 1 /179 00 | | _,, | Gateway Computer | Y38618 | 0261 |
| 1,479.00 | 1,479.00 | 9/5/2003 | LCD Projector | Y36626 | 0102 |
| | | | | | |
|) | 2,554.00 | \$ | 2 | : | tals: |

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 | <u>Cost</u> | Last Known Location Bldg/Room |
|-------------|--------------------------|---------------|-------------|-------------------------------------|
| Y38618 | Gateway Desktop Computer | 003463009 | \$1,075.00 | 0001/0026 |
| | | | | |
| | | | | |
| i | | L | L | |

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: | Title: | |
|----------------|---------|--|
| Diane Kobinett | Tech. | |
| Name: | Title: | |
| Brett Shepherd | 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 Roo Stated compo Was swapped | ter stopped working dout by Lori (| and un.t |
|--|---------------------------------------|-----------------|
| nad | | \sim |
| Principal's Signature | 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 | 01 | |
|---|---|--------------|
| Received By: (Print Name) | Signature: | Date: 5 20/1 |
| Do not forget to Print this page! | ð | , , , , |
| Use this button to empty all cells and start anew | v: Reset | |
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Missing Items - Documentation Form

| School Name: | Gulf Breeze Middle | Center Number: | 0102 |
|-----------------|--------------------|-------------------|------|
| runne. | | 1101110011 | |

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

| Property Y# | Description | Serial Number | Cost | <u>Last Known</u> <u>Location</u> <u>Bldg/Room</u> |
|-------------|--------------------|---------------|----------|--|
| 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.

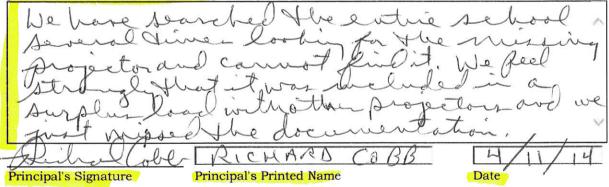
1. Identify last known location and physically search room, including closets

- 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: | Title: |
|-------------|--------------|
| MARY GRAMAM | LIBRARIAN |
| Name: | Title: |
| LISA MIGLEY | 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.



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 Do not forget to Print this page! | Signature: Joyu Cellin | Date: <u>4-7-14</u> |
| Use this button to empty all cells and start anew | Reset | |

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