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September 22, 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 2015. The missing assets were removed from the property records. Any assets found in the current fiscal year but missing from a prior year's audit are added back to the property records. There were no prior year missing assets in fiscal year 2015.

Sincerely,

Judson C. Crane

JCC/jc

Missing Assets & Found Assets for Fiscal Year 2015

Prior Year Missing Assets That Have been Found in FY 15

			Date	Date	Acquired	
Center	Asset #	Description	Missing	Found	Cost	Depreciation
Totals:	0				\$ -	\$ -

Note: There were no prior year missing assets found in FY 15.

Missing Assets for Fiscal Year 2015

Cost Center	Asset #	Description	Date Acquired	Acquired Cost	Accumulated Depreciation
0153	Y38629	Gateway Desktop Computer	1/14/2005	\$ 1,245.00	\$ 1,245.00
0231	Y19029	Panasonic A/V Camera	6/30/1993	1,189.00	1,189.00
0271	Y40116	Follett Scanner	5/25/2007	1,796.00	1,796.00
0272	Y24974	Brother Embroidery Machine	12/19/1997	1,299.00	1,299.00
0312	Y40150	Gateway Desktop Computer	8/3/2007	1,078.00	1,079.00
9001	Y39996	Gateway Desktop Computer	4/5/2007	1,070.00	1,070.00
9001	Y41721	Dell Laptop Computer	6/11/2010	1,140.00	1,140.00
9029	Y08896	Wood Desk	12/1/1985	1,011.00	1,011.00
9029	Y41066	Braswell Cabinet	2/6/2009	2,200.00	1,374.75
Totals:	9			\$ 12,028.00	\$ 11,203.75

Missing Items - Documentation Form

School Name: Community School Center Number: 0153

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

<u>Property Y#</u>	<u>Description</u>	<u>Serial Number</u>	<u>Cost</u>	<u>Last Known Location</u> <u>Bldg/Room</u>
Y 38629	Gateway Desktop	003466159	\$1245	EMES

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

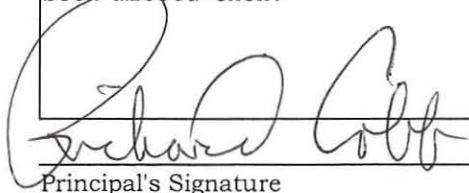
1. Identify last known location and physically search room, including closets
2. Interview employees that have access to area
3. Review file of transfers & surplus pick up forms.

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

Name: Jon Thrush Title: Property Control
 Name: Liz Harris Title: Lead Caregiver

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

We gave one of our office computers to our lead caregiver in our portable at East Milton Elementary to use for her job each day. It was picked up and we missed documentation when it was picked up for surplus. I checked with John Thrush, Chuck Welch's folks, and the admin at East Milton trying to track this computer down. No luck in finding it. We also sent computers to surplus from Community School during the changeover. It may have been missed then.



Richard Cobb

Principal's Printed Name

May 11, 2015

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: 5-14-15

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Missing Items - Documentation FormSchool
Name:

Hobbs Middle School

Center
Number:

0231

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

<u>Property Y#</u>	<u>Description</u>	<u>Serial Number</u>	<u>Cost</u>	<u>Last Known Location Bldg/Room</u>
Y19029	Panasonic A/V Camera	3200210RM31J	\$1,189.00	0001 / 031J

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:

Jacque Wiscaver

Title:

Librarian

Name:


Vanessa Wyrosdick

Title:

Tech

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

See attached



Principal's Signature

Floyd Smith

Principal's Printed Name

Date

4/10/15

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: 4-16-15

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Upon the notification of the unaccounted camera, Mrs. Makar the Assistant Principal, physically searched room 31J to include all cabinets and storage in that room. She also searched 3 adjacent rooms and their closets as well and was unable to find the camera.

Mrs. Makar then spoke with Jacque Wiscaver, the librarian in charge of this equipment, as well Mrs. Wyrosdick the teacher assistant for technology regarding any information they may have about the camera.

Mrs. Wiscaver stated while cleaning out the closets and rooms in the library in 2014 she sent many items including the camera to surplus. She stated these items were given to our TA for Technology to be included on the Transfer to surplus list.

Mrs. Wyrosdick stated many items were sent to her for surplus as well as a surplus form handwritten from Mrs. Wiscaver. She transferred the information to a new transfer to surplus form just as it was written on the copy given to her by Mrs. Wiscaver. She then attached the written copy to the newly typed version that was submitted to surplus.

Mrs. Makar reviewed all surplus forms through the year of 2010. None of the items submitted on any of the forms reflect the camera in question. However, on a transfer created on March 10, 2014 three similar cameras were placed in surplus but none of the serial numbers or y numbers match that of the camera in question. Mrs. Makar was unable to verify the camera actually being transferred according to our records nor was she able to locate it on campus.

Missing Items - Documentation Form

School Name: Center Number:

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y40116	Follet Scanner	07009E1061	\$1,796.00	001 / 20G
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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:

Name: Title:

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

Y40116 Box contained Follet Scanner Y40113.

Principal's Signature Principal's Printed Name Date

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Missing Items - Documentation FormSchool
Name:

Holley Navarre Middle School

Center
Number:

0272

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y24974	Brother Embroidery Machine	C-7011540	\$1,299.00	0001/401C

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.

see comments!

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

Name:

Title:

Name:

Title:

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 a Singer embroidery machine on campus in storage Room 401A along with all of the sewing machines. To my knowledge this is the only embroidery machine I have ever seen and since all of this is not used I ~~am~~

Principal's Signature

Joie DeStefano

Principal's Printed Name

Date

4/21/18

IMPORTANT: Complete form, print a paper copy and have an authorized person sign it before sending it to Property Control via courier.*believe it is the only one that was ever here.***FOR PROPERTY CONTROL USE ONLY**

Received By: (Print Name)

Joyce Collins

Signature:

Joyce Collins

Date: 4-27-15

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Missing Items - Documentation FormSchool
Name:

Bennett C. Russell Elementary

Center
Number:

0312

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y40150	Gatway Computer	0039238374	\$1,079.00	Port. / 0219

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:

Teresa Strange

Title:

TA for tech.

Name:

Title:

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

I viewed all paperwork that tracks the location of this computer.

Suzette Godwin

Suzette Godwin

Principal's Printed Name

4.27.15

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: _____

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Missing Items - Documentation FormSchool
Name:

Berryhill Admin Complex

Center
Number:

9001

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y39996	Gateway Desktop Computer	0038940809	\$1,070.00	0261/0106
Y41721	Dell Laptop Computer	57WRC1	\$1,140.00	0001/0007

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:

Name:

Title:

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

Several individuals searched for these items. Their rooms had been reassigned. The items were ck'd out to specific people who could not locate the items.

Linda S. Novota

Principal's Signature

Linda S. Novota

Principal's Printed Name

5-8-15

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:

5-14-15

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Missing Items - Documentation Form

School Name: Food Service Center Number: 9029

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y08896	Desk	Wood	\$1,011.00	0231/Cafe
Y41066	Braswell Cabinet		\$2,200.00	0351/Cafe

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: Chris Archangel Title: Operations Mgr.
 Name: Bill McMahon Title: Sr. Operations Mgr.

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

- Desk was inadvertently disposed of during construction
- Cabinet collapsed from weight of heavy equipment unit was disposed of, without designation of property tag.

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: _____
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