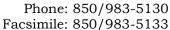


6544 Firehouse Road, Milton, Florida 32570-3411



E-mail: cranej@santarosa.k12.fl.us

Website: www.santarosa.k12.fl.us/ purchasing



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.

Cost			Date	A	cquired	Accumulate
Center	Asset #	Description	Acquired		Cost	Depreciation
0153	Y38629	Gateway Desktop Computer	1/14/2005	\$	1,245.00	\$ 1,245
0231	Y19029	Panasonic A/V Camera	6/30/1993		1,189.00	1,189
0271	Y40116	Follett Scanner	5/25/2007		1,796.00	1,796
0272	Y24974	Brother Embroidery Machine	12/19/1997		1,299.00	1,299
0312	Y40150	Gateway Desktop Computer	8/3/2007		1,078.00	1,079
9001	Y39996	Gateway Desktop Computer	4/5/2007		1,070.00	1,070
9001	Y41721	Dell Laptop Computer	6/11/2010		1,140.00	1,140
9029	Y08896	Wood Desk	12/1/1985		1,011.00	1,011
9029	Y41066	Braswell Cabinet	2/6/2009		2,200.00	1,374

School Name:	Community School	Center Number:	0153	
List items t	hat were not accounted for on th	e property control invento	ru day	N
Property Y#		Serial Number		<u>Last Known</u> <u>Location</u> Bldg/Room
Y 38629	Gateway Desktop	003466159	\$1245	EMES
		MATERIAL PROPERTY CONTRACTOR CONT	Parameter and the second and the sec	Principal and the conversal of the conve
	e are <u>minimum steps</u> to be tak			
 Interview Review 	ify last known location and physiciew employees that have access w file of transfers & surplus pick ne and job title of the individuals	to area up forms.	ing the search	1:
Name:		Title:		_
Liz Harris		Lead Caregive		and the same of th
process tak We gave of Elementar when it we the admin	en to locate the missing item(s). In the of our office computers by to use for her job each do as picked up for surplus. At East Milton trying to the computers to surplus from the ed then.	Use additional paper if ned to our lead caregiver day. It was picked up I checked with John Tarack this computer do	in our por and we mis hrush, Chuc wn. No luc	table at East Milton sed documentation k Welch's folks, and k in finding it. We
/				
Inch	are Colo	Richard Cobb		May 11, 2015
Principal's	Signature	Principal's Printed Nam	ne	Date
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School Name:	Hobbs Middle School		Center Number:	0231	Additional representation of the Control of the Con	
List items t	hat were not accounted fo	or on the proper	ty control invent	ory day.		
Property Y#	Descriptio	<u>n</u>	Serial Numbe	<u>Cost</u>	<u>Last Known</u> <u>Location</u> Bldg/Room	
Y19029	Panasonic A/V Camera		3200210RM31J	\$1,189.00	0001 / 031J	
1. Ident: 2. Interv. 3. Revie List the nar Name: Occ qu. Name:	ify last known location and riew employees that have we file of transfers & surpline and job title of the indicate with	d physically sea access to area us pick up form ividuals that we	arch room, includens. The questioned dutile: \intercolor tle: \i	ding closets tring the search		and
process tak	en to locate the missing in					^
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Principals	Signature		l Smith ipal's Printed Na:	me	Date	12
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FOR PROP	ERTY CONTROL USE ON	ILY	\sim			
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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.

School Name: Holley Navarre Intermediate	Center Number: 0271		
List items that were not accounted for on the property control invento	ory day.		
Property Y# Description	Serial Number	Last Known Cost Location Bldg/Room	
Y40116 Follet Scanner	07009E1061	\$1,796.00 001 / 20G	
Note: These are <u>minimum steps</u> to be taken; a complete search m	ay include numerous activitie	ies.	
1. Identify last known location and physically search room, includ	ing closets		
 Interview employees that have access to area Review file of transfers & surplus pick up forms. 			
List the name and job title of the individuals that were questioned dur. Name:	ring the search: Title:		
Kelly Roban, Media Center Speciali	J Title.		
Name:	Title:		
PRINCIPAL/ADMINISTRATIVE DEPARTMENT HEAD COMMENTS: (additional paper if necessary.			Use
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Elizabath West	,,		
tableth West	4/7/15		
Principal's Principal's Printed Name Signature	Date		
IMPORTANT: Complete form, print a paper copy and have an author	orized person sign it before sen	nding it to Property Control via courier.	
FOR PROPERTY CONTROL USE ONLY	1		
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School Name: Holley Navarre Middle School	Center Number: 027	2	
List items that were not accounted for on the property	control inventory da	The state of the s	
Property Y# Description	Serial Number	Cost Location	
Y24974 Brother Embroidery Machine	:-7011540	Bldg/Room \$1,299.00 0001/401C	
	10 mm		
Note: These are minimum steps to be taken; a com	plete search may i	nclude numerous activ	ities.
1. Identify last known location and physically search	ch room, including c	losets Jee Com	nments!
 Interview employees that have access to area Review file of transfers & surplus pick up forms. 			
List the name and job title of the individuals that were Name:	questioned during t	the search:	
Name:	Title:		
	L	A 1991 200	
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Do not forget to Print this page!			
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School Name:	Bennett C. Russell Elementary	Center Number:	0312		
List items t	hat were not accounted for on tl	he property control invento	ory day.		
Property Y#	<u>Description</u>	Serial Numbe	<u>r</u> <u>Cost</u>	Last Known Location Pldg/Poom	
Y40150	Gatway Computer	0039238374	\$1,079.00	Port. / 0219	
1. Ident 2. Interv 3. Revie List the nar Name: Teves Name: PRINCIPAL process tak	ify last known location and physiciew employees that have access while of transfers & surplus picine and job title of the individual season of the	sically search room, included to area k up forms. Is that were questioned du Title: TA for Title: Title: Title: Title: Tent HEAD COMMENTS: Use additional paper if ne	ring the search: tech. Give the completeessary.		nd
	Si Moduli	Suzette Godwin		4.21	-15
	NT: Complete form, print a pape ontrol via courier.	Principal's Printed Nater copy and have an author		Date it before sending it	to
FOR PROP	ERTY CONTROL USE ONLY				
	get to Print Name)	Signature:	Da	te:	
Use this bu	tton to empty all cells and start	anew: Reset			
		Free JavaScripts provided by The JavaScript Source			

School Name:	Berryhill Admin Complex	Center Number:	9001	
List items th	nat were not accounted for on the	property control inventory	day.	
Property Y#	Description	Serial Number	Cost	<u>Last Known</u> <u>Location</u> Bldg/Room
Y39996	Gateway Desktop Computer	0038940809	\$1,070.00	0261/0106
Y41721	Dell Laptop Computer	57WRC1	\$1,140.00	0001/0007
				Allemanian
L			5	
Note: These	e are <u>minimum steps</u> to be take	n; a complete search ma	y include nu	merous activities.
1 Idonti	fy last known location and physic	valler asserab room includin	a alamata	
	riew employees that have access to	12	ig closets	
	w file of transfers & surplus pick		1	
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Name:		Title:		_
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nat	locate the ite			
	\cap			No.
Dand	a D. Novota	Linda S. N	ovota	5-8-15
Principal's	Signature	Principal's Printed Name	;	Date
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	y: (Print Name) Dyce Collins get to Print this page!	Signature: Joya (allins Da	ate: 5-14-15
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School Name:	Food Service	Center Number:	029	
List items th	nat were not accounted for on the prope	erty control inventory	dav.	
Property Y#		Serial Number	Cost	<u>Last Known</u> <u>Location</u> Bldg/Room
Y08896	Desk	Wood	\$1,011.00	0231/Cafe
Y41066	Braswell Cabinet		\$2,200.00	0351/Cafe
Note: These	e are minimum steps to be taken; a c	omplete search may	include nu	merous activities.
Moto. Inco.	mmum stops to be taken, a c	ompioto boulon may	ALLONING ALL	
	fy last known location and physically se		closets	
	riew employees that have access to area w file of transfers & surplus pick up for			
	ne and job title of the individuals that w		g the search:	
Name:		Title:		
Chais	Archangel	Operations	Mgr.	
Name:	0	Title:		4
BILLY	nemakon	SR. Operation	ns MgR.	_
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process take	en to locate the missing item(s). Use add	ditional paper if neces	ssary.	
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