

**Santa Rosa County  
School District**



*"A Tradition of Excellence"*

**Judson C. Crane**  
CPPO, CPPB  
Director of Purchasing and Contract Administration  
6544 Firehouse Road, Milton, Florida 32570-3411

Phone: 850/983-5130  
Suncom: 689-55130  
Facsimile: 850/983-5133  
E-mail: [cranej@mail.santarosa.k12.fl.us](mailto:cranej@mail.santarosa.k12.fl.us)  
Website: [www.santarosa.k12.fl.us/purchasing](http://www.santarosa.k12.fl.us/purchasing)

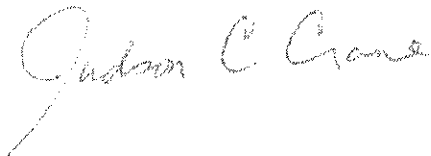
October 25, 2012

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 controlled inventory audits for fiscal year 2012. 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/el

DISTRICT 1  
Diane Scott

DISTRICT 2  
E. Hugh Winkles

DISTRICT 3  
Diane Coleman

DISTRICT 4  
JoAnn J. Simpson

DISTRICT 5  
Scott Peden

## Missing Assets & Found Assets for Fiscal Year 2012

### Prior Year Missing Assets That Have been Found in FY12

			Date	Date	Acquired	
Center	Asset #	Description	Missing	Found	Cost	Depreciation
0151	Y08843	Panasonic Camcorder	03/21/06	08/02/11	\$ 1,118.00	\$ 1,118.00
0171	Y19199	Infocus LCD Panel	01/11/10	10/07/11	2,795.00	2,795.00
0231	Y38869	Gateway Laptop	10/27/11	05/21/12	1464.00	1464.00
9001	Y20195	Support Walker	03/20/06	01/11/12	1,395.00	1,395.00
9001	Y18930	Exercise Unit	10/01/96	05/16/12	1,045.00	-
Totals:		5			\$ 7,817.00	\$ 6,772.00

### Missing Assets for Fiscal Year 2012

Cost Center	Asset #	Description	Date Acquired	Acquired Cost	Accumulated Depreciation	Totals (Cost - Deprn.)
0102	Y32095	ITI Computer	1/19/2001	\$ 1,087.00	\$ 1,087.00	\$ -
0151	Y31119	ITI Computer	7/28/2000	1,172.00	1,172.00	-
0182	Y41451	Yamaha Oboe	4/23/2010	1,789.00	223.50	1,565.50
0321	Y21153	Mobile Crane	1/20/1995	1,234.00	1,234.00	-
0321	Y15776	Plate Compactor	1/11/1991	1,400.00	1,400.00	-
Totals:		5		\$ 6,682.00	\$ 5,116.50	\$ 1,565.50

## Missing Items - Documentation Form

School Name: Gulf Breeze Middle SchoolCenter 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
<del>43200</del> Y32095	ITI Computer	00123426	1087.00	9/7

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: LISA HIGLEY Title: TECHNOLOGY TAName: MIKE BRANDON Title: ASST. PRINCIPAL IN CHARGE OF PROPERTY CONTROL

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

The entire school was searched room by room several times by Mr. Brandon and Mrs. Higley. The item still has not been located. It is an older ITT computer that we feel strongly was somehow left off of one of the surplus lists when all of the rest of that era computer was taken from GBMS

Principal's Signature: Richard CobbPrincipal's Printed Name: RICHARD COBBDate: 5/11/12

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

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

Milton High School

Center  
Number:

0151

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>
Y31119	ITI Computer	00061103	1172.00	35/10

**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:

Benjamin West / Michael Thorpe

A.P. / Principal

Name:

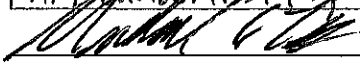
Title:

Heather Hall / Karen Quirioz

Custodian / Cafeteria Manager

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

This computer was assigned to our cafeteria. Our cafeteria is currently under construction. All items were removed from our Cafeteria and storage areas for this renovation. We have searched all of our storage areas multiple times looking for this item. We have checked all of our transfer & surplus records. We have interviewed the following personnel during the search: Technology Resource - Lisa Murphy, Facility AP, Custodial Staff, emailed all teachers and non-instructional personnel.



Principal's Signature

MICHAEL THORPE

Principal's Printed Name

4/27/12

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) Cindy Lambert

Signature:

Date:

4-30-12

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

Pace High School

Center  
Number:

0182

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y41451	Yamaha Oboe	038136	1789.00	1/Band

**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:

Anthony Denaro

Title:

Asst Band Director

Name:

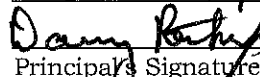
Jarod Leddy  
See attached.

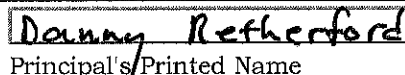
Title:

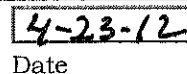
Band Director

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

All instrument lockers and instrument cases in the band room, instrument storage room, percussion room, and director office's were thoroughly searched for the missing item (Oboe, #038136). A conference with the student who originally checked out the instrument was held, and he agreed to search at home for the item. His father was contacted, and confirmed that they were unable to locate the item anywhere in their home.

  
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)

Signature:

Date:

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**Missing Items - Documentation Form**School Name: Locklin Tech CenterCenter Number: 0321

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y21153	Automotive Mobile Crane	M807P17100	1234.00	7/111
Y15776	Plate Compactor	1901116	1400.00	7/111

**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: Zane Presley Title: Automotive Instructor (former)Name: Tim Glasgow Title: Custodian-Souther Mgmt**PRINCIPAL/ADMINISTRATIVE DEPARTMENT HEAD COMMENTS:** Give the complete circumstances and process taken to locate the missing item(s). Use additional paper if necessary.

A search was conducted for the items missing in the Automotive Shop and surrounding area. It was determined that the items were not in working order and instead of following property disposal instructions, these items were disposed of improperly during campus wide clean-up. Faculty and staff have been reminded of property disposal methods and the importance of responsibility over controlled assets.

Charlin Knight

Principal's Signature

Charlin Knight

Principal's Printed Name

3-27-12

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: [Signature] Date: 4-3-12Do not forget to Print this page!Use this button to empty all cells and start anew: ResetFree JavaScripts provided  
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