#### Santa Rosa County School District



"A Tradition of Excellence"

Judson C. Crane CPPO, CPPB

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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

Judan C. Crans

JCC/cl

# Missing Assets & Found Assets for Fiscal Year 2012

	Prior Year Missing Assets That Have been Found in FY12								
			Date	Date	A	cquired			
Center	Asset #	Description	Missing	Found		Cost	Depr	eciation	
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 Ass	ets for Fiscal Yea	r 20	012			
Cost Center	Asset#	Description	Date Acquired	Δ	cquired Cost	 cumulated preciation	(Cos	Totals st - 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

School	Gulf Breeze Middle School	Center	101.02	A manuscretoridad of A A TA TO Resident			
Name:	Guil Breeze Middle School	. Number:	0 1.02				
List items that were not accounted for on the property control inventory day.  Last <u>Known</u>							
Property Y	# <u>Description</u>	Serial Number	<u>r Cost</u>	Location Bldg/Room			
Y32905	TI Computer	00123426	1087.00	9/7 			
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3 Pern	rview employees that have access to area ew file of transfers & surplus pick up for	ms.					
List the na	ame and job title of the individuals that w	ere questioned du itle:	iring the search	· ——,/			
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Name:	IKE BRANDON	TISS I.	RINCIPAL	THE CANTROL			
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/ Zil	middle NICH	ARD (OB	13 Date	)/11/1			
-	s Signature Principal's Printed						
	ANT: Complete form, print a paper copy Control via courier.	and have an autho	rized person sig	n it before sending it to			
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	A. W. C.	Signature:	I CONTRACT	Date: 7			
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School Name:	Milton High School	Center Number:	151	Banksulminoss.cerri de sacione				
List items that were not accounted for on the property control inventory day.								
Property Y#	<u>Description</u>	Serial Number	Cost	<u>Last Known</u> <u>Location</u> Bldg/Room				
Y31119	ITI Computer	00061103	, demonstration entrates 2	35/10				
				AND CONTROL OF CONTROL				
Note: Thes	e are minimum steps to be taken: a co	mnlete search may	include num	erous activities				
2. Intered 3. Reviet List the nar Name:    Renjani   Name:   Heather	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:    Renjamin West   Michael Thorpe   H.P.   Principal     Name:   Title:   Heather Hall   Karen Qui/oz   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 locking for this iteh. We have checked all of our transfer t surplus records. We have interviewed the following personal Maring the search! Technology Assource cira Marphey, Facility Al fusional staff eminical all teachers and non-instructional personal.    Michael Thorpe   A.P.   Principal's Printed Name   Principal's Printed Name   Date							
Received By: (Print Name) Civil James Signature: Date: 4-30-12								
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School Name:	Pace High School	Center Number:	0182	and a state of the		
List items that were not accounted for on the property control inventory day.						
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Y41451	Yamaha Oboe	038136	eni <del>kutumannimannima</del> S <u>umu</u> a	Band		
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Name	······································	tle:		#M-#RODURA ACCOMPRODURACION ACCOMPRODURA		
Name:	ony Denaro	/ <del>133 / L)ana</del>	DIVECTOR			
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process tak	/ADMINISTRATIVE DEPARTMENT HE en to locate the missing item(s). Use add	itional paper if nec	essary.			
All inst	rument lockers and instrumen	it cases in the	le band room	m		
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were th	oroughly searched for the ,	nissing item (	060e,#038131	6), A ,		
Confere	nce with the Student who	originally ch	ecked out p	he instrument		
was hel	d, and he agreed to se. Vas Contacted, and confirm	arch at how red that t	he for the	item. His able to locate		
the ite	n anywhere in Heir home	ocu joint j	eg were one	TO TO CAFE		
Dam	Roching Danney Ret	herford	4-23-	12		
Principal	Signature Principal's/Printed N	ame	Date			
	NT: Complete form, print a paper copy as	ıd have an authoriz	ed person sign it b	efore sending it to		
Property Co	ontrol via courier.					
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School Name:	Locklin Tech Center	Center Number:	0321	Tanggapan ang ang ang ang ang ang ang ang ang a		
List items that were not accounted for on the property control inventory day.						
Property Y#		Serial Number	<u>Cost</u>	<u>Last Known</u> <u>Location</u> Bldg/Room		
Y21153	Automotive Mobile Crane	M807P17100	1234.00	7/111		
Y15776	Plate Compactor	1901116	1400.00	7/111		
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	ne and job title of the individuals that	were questioned dur Title:	ing the search	;		
Name:		Automotive 1	ns tructor	(former)		
Name:	1311.9	Title:	77447	Clothicts		
Tim 6	4500 1 A	Custodian-S	outher M	ant		
;	1 2 4 4		(	<del>)                                    </del>		
	/ADMINISTRATIVE DEPARTMENT I			lete circumstances and		
Asearch 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 instact 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 wethods and the importance of Responsibility over controlled assets.						
Harry	Krught Charlin Knig	MH	3.	-27-12		
Principal's		l 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: 4-3-12						
Do not forget to Print this page!						
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