

Director of Purchasing and Contract Administration 6544 Firehouse Road, Milton, Florida 32570-3411

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Website: https://sites.santarosa.k12.fl.us/purchasing/

September 10, 2020

Mr. Tim Wyrosdick Superintendent of Schools 6032 Hwy 90 Milton, Florida 32570

Dear Mr. Wyrosdick:

The attached property listing details the outcome of the Property Control inventory audits for fiscal year 2020. The missing assets were removed from the property records. No prior year missing assets were found during this fiscal year.

Sincerely,

Judson C Crane

Judson C Crane

JCC/jc

SANTA ROSA COUNTY SCHOOL DISTRICT

Missing Assets & Found Assets for Fiscal Year 2020

		Prior Year Missing A	ssets That Have been Fo	ound in FY 2	20	
			Date	Date	Acquired	
Center	Asset #	Description	Missing	Found	Cost	Depreciation
- COIILOI	rtoootii	Boodinphon	imoonig	1 ound	3001	Boprodiation
		1			1.6	
otals:		<u>'</u>			\$ -	\$ -

		Missing Assets for	Fiscal Year 202	20				
Cost			Date	Date	Α	cquired	Ac	cumulated
Center	Asset #	Description	Acquired	Missing		Cost	De	preciation
0301	Y31808	Phonic Ear-Amplification System-FM	11/21/2000	6/1/2020	\$	1,050.00	\$	1,050.00
0301	Y33958	Phonic Ear-Amplification System-FM	11/2/2001	6/1/2020		1,031.00		1,031.00
9001	Y42378	DP-Computer, Handheld	11/5/2010	12/3/2019		2,845.00		2,845.00
9003	Y38814	Phoenix Commercial Dehumidifier	1/21/2005	11/18/2019		2,475.00		2,392.50
Totals:	-	4			\$	7,401.00	\$	7,318.50

Missing Items - Documentation Form

	•				
Name: Pea R		Center Vumber:	0301		
				accommissiones.	
List items that	were not accounted for on the property control inventory	y day.			Last Known
Property Y#	Description		Serial Number	Cost	Location Bldg/Room
Y31808	Phonic Ear	00-	037777	\$1,050.00	79
Y33958	Phonic Ear	01-	041560	\$1,031.00	105
		٦F	- Tall - Ellis Announce - Communication - Comm		
		1=			
		ᅥ늗			
				l L	
Note: These a	re <u>minimum steps</u> to be taken; a complete search ma	y includ	e numerous activities	•	
1. Identify 1	ast known location and physically search room, including	g closet	s		
	r employees that have access to area				
	lle of transfers & surplus pick up forms. and job title of the individuals that were questioned duri	ng the se	earch:		
Name:	J J	8	Title:		
Katie Bauld	ree		Teacher in room 7	'9	
Name:			Title:		
Ashley Wig	gins		Teacher in room 1	05	
				AIL PROVE THESE	25 59 As 585
PRINCIPAL/AI additional paper	OMINISTRATIVE DEPARTMENT HEAD COMMENTS: Gi er if necessary.	ve the co	omplete circumstances	and process ta	aken to locate the missing item(s). Use
	eachers began teaching in these classrooms (room 7	79 and 1	05), the phonic ear u	nits were not	in the
	These two items were not working. The former tech			y have taken	the units
from the clas	srooms for possible repair. The company is no long	er in ex	istence.		
l .	ς .				
	ana lana Homeron				
ID:	ana King Fleming	7 6	8/2020		
Dringing!'s			0/2020		
Signature Prin	ncipal's Printed Name	Da	te		
IMPORTANT:	Complete form, print a paper copy and have an authori	ized pers	son sign it before sendi	ng it to Proper	rty Control via courier.
FOR PROPERT	Y CONTROL USE ONLY	1			
Received Rv. /	Print Name) Oyce Callins Signature Quel	ill.	Date: 6-10-20		
	to Prot this page!	JU VILVA	Date. IV /V		

Free JavaScripts provided by The JavaScript Source

Use this button to empty all cells and start anew:

Remove Property

<i>IMPORTANT</i>	Fill out this form and print a	paper copy of it, ha	ave an authorized person sig	gn it, and send	it to Pro	perty Control via c	ourier
Property is being	g Removed due to Mi	ssing or S	Stolen: Date of Police	Report:			
	Returned to Vendor	Duplicate 1	Number	ged			
Ĭ	Trade-In: PO#:	Amt \$	Vendor:				
	Sold to:	Amt \$	DTD:] R#			
☐ Improperly I	Disposed Of: Reason:						
School Name:	Pea Ridge Elementa	ry School					
School Number:	0301						
Property #	Description		Serial Number	<u>Cost</u>	<u>Oty</u>	<u>Old</u> Bldg/Room	
Y31808 PI	honic Ear		00-037777	\$1,050.00	1	79	
Y33958 P	honic Ear		01-041560	\$1,0301.00	1	105	
Transfered By: (Print N	Dana King Fleming	Signature:	natorny Te	Date: 6/8/2	2020		
IMPORTANT:	Print a paper copy of this form	, have an authorize	d person sign it, and send it	to Property C	ontrol vi	ia courier	
FOR PROPER' Changes Posted	TY CONTROL USE ON to Property Control Reco	NLY rds: Signature:	Joyce Collins	Date: <u></u>	e-10 Z	20	

Missing Items - Documentation Form

School Name: ESE/D	illon Center	Center Number:	9001/9060			₩
List items that	were not accounted for on the property contro	al inventory day				
Property Y#	Description	or inventory day.	Serial Number	Cost	Last Known Location Bldg/Room	ж
Y42378	HP iPAQ Handheld Computer	P7	0SE981N	2845.00		
				1 -		
						(SE)
2. Interview 3. Review file List the name a Name:	ast known location and physically search room employees that have access to area e of transfers & surplus pick up forms. and job title of the individuals that were quest		earch: Title:			
Steve Suthe	rland		Analyst		Van Carallel and C	
Name:			Title:		****	
Jenifer Higgi	nbothem		Internal Funds B	lookkeeper		
Item was lost	MINISTRATIVE DEPARTMENT HEAD COMINITY of necessary. during the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the move from BAC to the Dillon Cominity of the Mac to the Dillon Cominity of the Dil	enter	omplete circumstance	es and process ta	ken to locate th	e missing item(s). Use
Principal's Principal	cipal's Printed Name	Da	te			
Signature						
IMPORTANT:	Complete form, print a paper copy and have	an authorized per	son sign it before sen	ding it to Proper	ty Control via c	ourier.
Received By: (P	rint Name) Signature; this page!	Andore	(Date) (o	13/200		
Use this button	to empty all cells and start anew: Good					

Free JavaScripts provided by <u>The JavaScript Source</u>

Proserty Control

Joyce Collins 6/8/20

Remove Property

IMPORTANT	Fill out this form and print a paper copy of it,	have an authorized person sig	gn it, and send	it to Property Control vi	a courier
Property is being	g Removed due to Missing or	Stolen: Date of Police I	Report:		
	Returned to Vendor Duplicate	Number	ged		
[Trade-In: PO#: Amt \$	Vendor:			
	Sold to: Amt \$	DTD:	R#		
☐ Improperly I	Disposed Of: Reason:				THE PROPERTY OF THE PROPERTY O
School Name:	ESE/Dillon				
School Number:	9001/9060				
Property #	Description	Serial Number	<u>Cost</u>	Qty Old Bldg/Room	
Y42378 H	P iPAQ Handheld Computer	p70SE981N	2845.00	1	
Transfered By: (Print Na	Debbie Anderson Signature	Anderson	Date: 6-3-2	2020	
IMPORTANT:	Print a paper copy of this form, have an authoriz	zed person sign it, and send it	to Property Co	ontrol via courier	
	TY CONTROL USE ONLY to Property Control Records: Signature:	De Jague Callis	✓ Date:(6-8-20	orania de la compania

Missing Items - Documentation Form

School Mainte	nance Dept.	Center Number:	9003			
List items that v	were not accounted for on the property control in	ventory day.				
Property Y#	Description	(F) D	Serial Number	Cost	Last Known Location Bldg/Room	
Y38814	Phoenix Commercial Dehumidifer	Mo	468158	2,475.00	1111/Shed	
				1		
				1		
	Access to the second se			لــــال	L	
Note: These are	e <u>minimum steps</u> to be taken; a complete sear	ch may includ	numerous activities	5.		
1. Identify la	ast known location and physically search room, i	ncluding closets	i			
2. Interview	employees that have access to area	15.50				
	e of transfers & surplus pick up forms. nd job title of the individuals that were questione	ed during the se	earch:			
Name:	na job title of the marviagais that were questions	ed during the st	Title:			
Richard Lair	ng		Supervisor Bldg.	Maintenance)	AND THE PARTY OF T
Name:			Title:			
Rufus Plillips	3		Maintenance For	eman II		
PRINCIPAL/AD additional paper	MINISTRATIVE DEPARTMENT HEAD COMME	NTS: Give the co	omplete circumstances	and process t	aken to locate th	e missing item(s). Use
where the uni	tem after being relocated multiple times at mit was used on a temporary basis proved unsione of the district sites.					
	DWE RICHARD KAI	NU	12-20-201	9	VIII III III III III III III III III II	
Principal's Signature	cipal's Printed Name	Da	te	etamon <mark>i</mark> granii aanaani		
IMPORTANT:	Complete form, print a paper copy and have an	authorized per	son sign it before send	ling it to Prope	rty Control via c	ourier.
Received By: (F	Print Name) OYCC Allo Signature; o Print this page!	oyu Colli	MDate: 12-20-	9		

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Use this button to empty all cells and start anew:

Remove Property

IMPORTAN	7: Fill out this form and print a paper copy of it,	, have an authorized person si	ign it, and send	1 it to P	roperty Control via courier
Property is bei	ng Removed due to Missing or	Stolen: Date of Police	Report:	- Australia	
	Returned to Vendor Duplicate	e Number Dama	iged		
	☐ Trade-In: PO#: Amt \$	Vendor:			
	Sold to: Amt \$	DTD:	R#		
	Disposed Of: Reason:	er being relocated multiple ti	mes at multipl	e sites v	vithin the district.
School Name:	Maintenance Dept.				
School Number	9003				
Property #	Description	Serial Number	<u>Cost</u>	<u>Qty</u>	<u>Old</u> <u>Bldg/Room</u>
Y38814 F	Phoenix Commercial Dehumidifer	M0468158	2,475.00	1	1111/Shed
Transfered By: (Print	Name) RICHARO LAKZING Signature:	RIVEY	Date: 1220	1-19	
IMPORTANT:	Print a paper copy of this form, have an authorize	zed person sign it, and send in	t to Property C	Control v	via courier
	RTY CONTROL USE ONLY It to Property Control Records: Signature	: Joyce Collins	Date:	2-20	1-19