

santa rosa county
school district



"A Tradition of Excellence"

Judson C. Crane

CPPO, CPPB

Director of Purchasing and Contract Administration

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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

JCC/jc

DISTRICT 1
Linda Sanborn

DISTRICT 2
Clifton L. Hinote

DISTRICT 3
Carol Boston

DISTRICT 4
Jennifer Granse

DISTRICT 5
Wei Ueberschaer

SANTA ROSA COUNTY SCHOOL DISTRICT

Missing Assets & Found Assets for Fiscal Year 2020

Prior Year Missing Assets That Have been Found in FY 20

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

Missing Assets for Fiscal Year 2020

Cost Center	Asset #	Description	Date Acquired	Date Missing	Acquired Cost	Accumulated Depreciation
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

School Name: Pea Ridge Elementary School Center Number: 0301

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y31808	Phonic Ear	00-037777	\$1,050.00	79
Y33958	Phonic Ear	01-041560	\$1,031.00	105

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: Katie Bauldree Title: Teacher in room 79

Name: Ashley Wiggins Title: Teacher in room 105

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

When both teachers began teaching in these classrooms (room 79 and 105), the phonic ear units were not in the classrooms. These two items were not working. The former technology paraprofessional may have taken the units from the classrooms for possible repair. The company is no longer in existence.

Dana King Fleming

6/8/2020

Principal's Signature

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: 6-10-20

Do not forget to this page!

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Remove Property

IMPORTANT: Fill out this form and print a paper copy of it, have an authorized person sign it, and send it to Property Control via courier

Property is being Removed due to ☒ Missing or ☐ Stolen: Date of Police Report:

☐ Returned to Vendor ☐ Duplicate Number ☐ Damaged

☐ Trade-In: PO#: Amt \$ Vendor:

☐ Sold to: Amt \$ DTD: R#

☐ Improperly Disposed Of: Reason:

School Name:

School Number:

<u>Property #</u>	<u>Description</u>	<u>Serial Number</u>	<u>Cost</u>	<u>Qty</u>	<u>Old Bldg/Room</u>
Y31808	Phonic Ear	00-037777	\$1,050.00	1	79
Y33958	Phonic Ear	01-041560	\$1,0301.00	1	105
<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"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Transferred By: (Print Name)

Signature: *Dana King Fleming*

Date:

IMPORTANT: Print a paper copy of this form, have an authorized person sign it, and send it to Property Control via courier

FOR PROPERTY CONTROL USE ONLY

Changes Posted to Property Control Records: Signature: *Joyce Collins* Date: 6-10-20

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
Y42378	HP IPAQ Handheld Computer	P70SE981N	2845.00	

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.

Item was lost during the move from BAC to the Dillon Center

Principal's Signature Principal's Printed Name Date

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~~FOR PROPERTY CONTROL USE ONLY~~

Received By: (Print Name) Signature: Date:

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Property Control

Joyce Collins 6/8/20

Remove Property

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☐ Returned to Vendor ☐ Duplicate Number ☐ Damaged

☐ Trade-In: PO#: Amt \$ Vendor:

☐ Sold to: Amt \$ DTD: R#

☐ Improperly Disposed Of: Reason:

School Name:

School Number:

<u>Property #</u>	<u>Description</u>	<u>Serial Number</u>	<u>Cost</u>	<u>Qty</u>	<u>Old Bldg/Room</u>
Y42378	HP iPAQ Handheld Computer	p70SE981N	2845.00	1	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Transferred By: (Print Name)

Signature: 

Date:

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Changes Posted to Property Control Records: Signature:  Date:

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
Y38814	Phoenix Commercial Dehumidifer	M0468158	2,475.00	1111/Shed

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:
<input type="text" value="Richard Laing"/>	<input type="text" value="Supervisor Bldg. Maintenance"/>
Name:	Title:
<input type="text" value="Rufus Plillips"/>	<input type="text" value="Maintenance Foreman II"/>

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

Lost track of item after being relocated multiple times at multiple sites within the district. Multiple trips to the sites where the unit was used on a temporary basis proved unsuccessful. Will continue looking as we believe the item is still located at one of the district sites.

Principal's
Signature

Principal's Printed Name

Date

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Received By: (Print Name) Signature: Date:

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☐ Returned to Vendor ☐ Duplicate Number ☐ Damaged

☐ Trade-In: PO#: Amt \$ Vendor:

☐ Sold to: Amt \$ DTD: R#

☒ Improperly Disposed Of: Reason:

Lost track of item after being relocated multiple times at multiple sites within the district.

School Name:

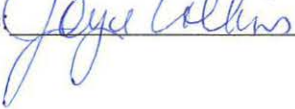
School Number:

<u>Property #</u>	<u>Description</u>	<u>Serial Number</u>	<u>Cost</u>	<u>Qty</u>	<u>Old Bldg/Room</u>
Y38814	Phoenix Commercial Dehumidifer	M0468158	2,475.00	1	1111/Shed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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