Santa Rosa County School District



Judson C. Crane CPPO, CPPB

Director of Purchasing and Contract Administration

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August 22, 2013

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 2013. 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

Judson C Crane

JCC/cl

Missing Assets & Found Assets for Fiscal Year 2013

Prior Year Missing Assets That Have been Found in FY13								
			Date	Date	A	\cquired		
Center	Asset #	Description	Missing	Found		Cost	Depr	eciation
0131	Y26844	Micro Tympanometer	02/25/10	03/14/13	\$	2,021.00	\$	2,021.00
0182	Y41451	Yamaha Oboe	02/13/12	04/03/13		1,789.00		372.50
Totals:	2				\$	3,810.00	\$	2,393.50

Missing Assets for Fiscal Year 2013									
Cost Center	Asset #	Description	Date Acquired	Α	Acquired Cost		cumulated epreciation	(Cos	Totals st - Deprn.)
0101	Y34014	Phonic Eary Amp System	1/11/2002	\$	1,040.00	\$	1,040.00	\$	-
0302	Y36711	Bass Clarinet	3/5/2004		1,350.00		1,237.50		112.50
0271	Y39110	Gateway Laptop	12/9/2005		1,464.00		1,464.00		-
9003	Y38813	Phoenix humidifier	1/21/2005		2,475.00		1,375.00		1,100.00
Totals:		4		\$	6,329.00	\$	5,116.50	\$	1,212.50

School Name:	Avalon Middle School	Center Number:	0302	Contents of special transferances
List items th	at were not accounted for on the pro	perty control invent	ory day.	
Property Y#	Description	Serial Number	<u>Cost</u>	<u>Last Known</u> <u>Location</u> Bldg/Room
Y36711	Yamaha Bass Clarinet	3701	1350.00	1/band
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School Name:	GBE		Center Number:	0101			
List items th	at were not accour	nted for on the prop	erty control inven	tory day.	Total Manager		
Property Y#	Desc	eription	Serial Numb	er <u>Cost</u>	<u>Last Known</u> <u>Location</u> Bldg/Room		
Y34014	Phonic Ear Amp Sy	stem	01-39572	1040.00	1/3		
Note: These	are minimum ste	eps to be taken; a	complete search	may include nu	ımerous activities.		
 Identi Interv 	fy last known locat iew employees that	ion and physically s have access to area	search room, inclu				
		surplus pick up for ne individuals that		uring the search	Manage of the second of the se		
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Faul S	P615		TA-rechn	1097			
Name;			Title:				
Ken 14	Arrage		Clos sroom	Teacher			
PRINCIPAL/ADMINISTRATIVE DEPARTMENT HEAD COMMENTS: Give the complete circumstances and process taken to locate the missing item(s). Use additional paper if necessary. Asked feeching to Check Cobine's + closets (theched strafe cores in the appropriate themps, for mis matched stems)							
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Principal's S	Signature	Principal's Printed	Name	Date	A CONTRACTOR		
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FOR PROPERTY CONTROL USE ONLY							
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School Name:	Holley Navarre Intermediate School	Center Number:	271	THE PARTY AND ADMITS A PARTY.			
List items that 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			
Y39110	Gateway Laptop	0035837690	1464.00	1/20E			
Y39111	Gateway Laptop	0035837691	1464.00	1/20E /64			
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4/29/2013

School Name:	Maintenance Dept	Center Sumber:	003	Carlotta Characheris and Characheris an
List items	that were not accounted for on the	property control inventory	day.	
Property Y		Serial Number	Cost	<u>Last Known</u> <u>Location</u> Bldg/Room
Y38813	Phoenix Dehumidifier	M0468155	2475.00	8/1
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