

**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

Website: www.santarosa.k12.fl.us/purchasing

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

JCC/cl

DISTRICT 1
Diane Scott

DISTRICT 2
E. Hugh Winkles

DISTRICT 3
Diane Coleman

DISTRICT 4
Jennifer Granse

DISTRICT 5
Scott Peden

Missing Assets & Found Assets for Fiscal Year 2013

Prior Year Missing Assets That Have been Found in FY13

			Date	Date	Acquired	
Center	Asset #	Description	Missing	Found	Cost	Depreciation
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	Acquired Cost	Accumulated Depreciation	Totals (Cost - Deprn.)
0101	Y34014	Phonic Early 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

Missing Items - Documentation Form

School Name: Avalon Middle School Center Number: 0302

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 Bldg/Room</u>
Y36711	Yamaha Bass Clarinet	3701	1350.00	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: David Riggs Title: Band Teacher
 Name: Joy Tyner Title: Chorus Teacher

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

1. Searched band room + chorus room. (Principal)
2. Called former students. (Band Teacher)
3. Called high school band teacher (Band Teacher)
4. Review transfer surplus forms
5. Interviewed Band + chorus teacher.

David Sigmundjak
Principal's Signature

David Sigmundjak
Principal's Printed Name

5-2-13
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: 5/3/13

Do not forget to Print this page!

Use this button to empty all cells and start anew: [Reset](#)

Free JavaScripts provided
by [The JavaScript Source](#)

Missing Items - Documentation FormSchool
Name:

GBE

Center
Number:

0101

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y34014	Phonic Ear Amp System	01-39572	1040.00	1/3

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:

Kaye Sears

TA - technology

Name:

Title:

Kim Aldridge

Classroom 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 teachers to check cabinets & closets. Checked storage areas
and equipment numbers for mismatched items

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:

Do not forget to (Print) this page!

Use this button to empty all cells and start anew: [Reset]

Free JavaScripts provided
by [The JavaScript Source](http://www.javascriptsource.com)

Missing Items - Documentation Form

School Name: Holley Navarre Intermediate School Center Number: 0271

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
Y39110	Gateway Laptop	0035837690	1464.00	1/20E
Y39111	Gateway Laptop	0035837691	1464.00	1/20E ✓

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: Kelly Bohan Title: Media Specialist
 Name: Christy Anderson Title: Tech Contact / TA

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

Christy Anderson reviewed her inventory, went room to room to check Y numbers, and sent numerous emails to staff. The check-out system indicated that the laptop was returned and scanned at the end of the 2011-12 year, however it is not in the library.

Nancy Haupt Nancy Haupt 6/6/13
 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: [Signature] Date: 6/10/13

Do not forget to ☐ Print this page!

Use this button to empty all cells and start anew:

Free JavaScripts provided
by [The JavaScript Source](#)

Missing Items - Documentation Form

School Name: Maintenance Dept Center Number: 9003

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>
Y38813	Phoenix Dehumidifier	M0468155	2475.00	8/1

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.

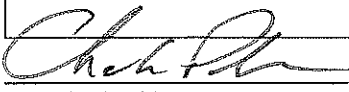
List the name and job title of the individuals that were questioned during the search:

Name: RICHARD LAING Title: FOREMAN II

Name: RICKY CABANISS Title: MAINTENANCE MECHANIC II

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

WE HAVE PERFORMED A VISUAL INSPECTION OF SCHOOLS WHERE DE HUMIDIFIER'S HAVE BEEN USED. WE ALSO SENT OUT AN EMAIL TO SCHOOLS REQUESTING THEIR ASSISTANCE IN LOCATING THE ITEM. NEITHER WAS SUCCESSFUL

 Charles Parker 8-8-13

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: _____

Do not forget to [Print] this page!

Use this button to empty all cells and start anew: [Reset]

Free JavaScripts provided
by [The JavaScript Source](http://www.javascriptsource.com)