



Judson C. Crane
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September 7, 2017

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 2017. The missing assets were removed from the property records. Assets that were found in this fiscal year but missing from a prior year's audit have been added back to the property records.

Sincerely,

Judson C. Crane

JCC/jc

Missing Assets & Found Assets for Fiscal Year 2017

Prior Year Missing Assets That Have been Found in FY 17

			Date	Date	Acquired	
Center	Asset #	Description	Missing	Found	Cost	Depreciation
9007	Y40116	Follett Scanner	02/12/15	10/07/16	\$ 1,796.00	\$ 1,796.00
Totals:		1			\$ 1,796.00	\$ 1,796.00

Missing Assets for Fiscal Year 2017

Cost Center	Asset #	Description	Date Acquired	Date Missing	Acquired Cost	Accumulated Depreciation
0131	Y42497	Dell Laptop Computer	1/28/2011	2/21/2017	1,147.00	1,147.00
0151	Y05664	Selmer Tenor Saxophone	8/1/1982	3/7/2017	1,465.00	1,465.00
0182	Y34588	Canon Digital Camcorder	5/10/2002	12/1/2016	1,274.00	1,274.00
9037	Y44378	Dell network Switch 5548	8/9/2013	9/21/2016	1,561.00	1,561.00
Totals:		4			\$ 5,447.00	\$ 5,447.00

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
Y42497	Dell Laptop Computer	26Z01N1	\$1,147.	8/023C
<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"/>	<input type="text"/>	<input type="text"/>

Note: These are minimum steps to be taken; a complete search may include numerous activities.

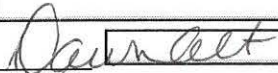
1. Identify last known location and physically search room, including closets
2. Interview employees that have access to area
3. Review file of transfers & surplus pick up forms.

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

Name: Title:
 Name: Title:

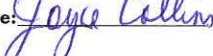
PRINCIPAL/ADMINISTRATIVE DEPARTMENT HEAD COMMENTS: Give the complete circumstances and process taken to locate the missing item(s). Use additional paper if necessary.

Mrs. Hart looked in her office several times and then sent out a school wide email asking if anyone had seen the laptop. However, no one had seen it.


 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 this page!

Use this button to empty all cells and start anew:

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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 ☐ Stolen or ☒ Missing: Date of Police Report:

☐ Returned to Vendor ☐ Duplicate Number ☐ Damaged

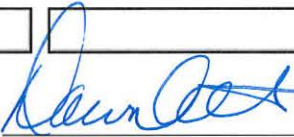
☐ Trade-In: PO#: Amt \$ Vendor:

☐ Sold to: Amt \$ DTD R#

School Name:


School Number:

<i>Property #</i>	<i>Description</i>	<i>Serial Number</i>	<i>Cost</i>	<i>Qty</i>	<i>Old Bldg/Room</i>
Y42497	Dell Laptop Computer	26Z01N1	\$1,147	1	8/023C
<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:

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


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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
Y05664	Selmer Tenor Saxophone	N320272	\$1465.00	Large Storage Locker 
<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"/>	<input type="text"/>	<input type="text"/>

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.

MHS band directors check out school-owned instruments to students each year and are returned during the year. They check them back out at the start of summer. This tenor saxophone was never checked out...but it's case is still in the instrument room, however the saxophone is not in the case. The thinking is that one of the kids borrowed it (without informing the band directors) and that it will be returned. Band directors are also in the process of checking with the local music stores to make sure that they don't have the sax in their repair shops. Sometimes things are sent off to get repaired in a hustle/bustle time and the repair shops (one in particular) put it on the shelf and don't get it back to us in a timely manner. MHS will continue to monitor our processes for accountability.

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.

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Received By: (Print Name) Timothy W Short Signature:  Date: 5/10/17

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Joyce Collins
5-15-17

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 ☐ Stolen or ☒ Missing: Date of Police Report:

☐ Returned to Vendor ☐ Duplicate Number ☐ Damaged

☐ Trade-In: PO#: Amt \$ Vendor:

☐ Sold to: Amt \$ DTD R#

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>
Y05664	Selmer Tenor Saxophone	N320272	\$1465.00	1	0055/Band
<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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Transferred By: (Print Name)

Signature: 

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:  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
Y34588	Canon Digital Camcorder			5/510A

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.

See Attached e-mail

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.

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Received By: (Print Name) Signature: Date:
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Collins, N. Joyce

From: Goodwin, Joseph
Sent: Friday, April 28, 2017 12:34 PM
To: Collins, N. Joyce
Subject: RE: paperwork

I am not sure what to put, so I will say we searched high and low for the missing item and could not find it.

Joey Goodwin

GO IRISH!!!

“Great administrators can inspire change and passionate learning while poor ones can destroy a school’s culture and burn teachers out.”

~Josh Stumpenhorst

From: Collins, N. Joyce
Sent: Wednesday, April 26, 2017 8:59 AM
To: Goodwin, Joseph <GoodwinJ@santarosa.k12.fl.us>
Subject: FW: paperwork

Hi Mr. Goodwin,

While reviewing you inventory documentation I noticed the Principal comments section of the “Missing Items Documentation” form was not completed (see attached). I apologize I did not notice this when I first received the reports. If you will please e-mail me back the circumstances of the missing item and the process taken to locate it I’ll add it to your inventory documentation. You should also attach a copy to you inventory documentation for you records. Again, I apologize for the inconvenience. Please let me know if you have any questions,

Thanks and have a great day,

Joyce Collins

Property Accountant
Property Control Dept.
Santa Rosa County School District
www.santarosa.k12.fl.us/property
Collinsn@santarosa.k12.fl.us
850-983-5125
850-983-5133 (Fax)

From: Collins, N. Joyce
Sent: Monday, April 24, 2017 8:46 AM
To: Goodwin, Joseph <GoodwinJ@santarosa.k12.fl.us>
Subject: RE: paperwork

Hi Mr. Goodwin,

Thank you for bringing your signed inventory documentation to me, I’m sorry if missed you when you came by. I’m sending back to you your copy of the signed inventory listing and a copy of the missing items documentation to keep at

you school for your records. Please contact me if you have any questions. Thanks again for getting this documentation back to me so quickly ☺

Have a great day,

Joyce Collins

Property Accountant
Property Control Dept.
Santa Rosa County School District
www.santarosa.k12.fl.us/property
CollinsN@santarosa.k12.fl.us
850-983-5125
850-983-5133 (Fax)

From: Goodwin, Joseph
Sent: Friday, April 21, 2017 2:08 PM
To: Collins, N. Joyce <CollinsN@santarosa.k12.fl.us>
Subject: paperwork

I returned that paperwork that you sent to the school about inventory. I couldn't get into the building, so I left it with Mr. Crane's office.

Joey Goodwin

GO IRISH!!!

"Great administrators can inspire change and passionate learning while poor ones can destroy a school's culture and burn teachers out."

-Josh Stumpenhorst

Remove Property

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

☐ Returned to Vendor ☐ Duplicate Number ☐ Damaged

☐ Trade-In: PO#: Amt \$ Vendor:

☐ Sold to: Amt \$ DTD R#

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>
Y34588	Canon Digital Camcorder			1	5/510A

Transferred By: (Print Name)

Joey Goodwin

Signature:

[Signature]

Date:

4/10/17

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

Reset

STEVEN SARKIS [Signature] 4-10-17

FOR PROPERTY CONTROL USE ONLY

Changes Posted to Property Control Records: Signature:

Joey Collins

Date:

4-24-17

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
Y44378	Dell Network Switch 5548	7J9YTS1	1,561.00	07/0110

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="David Polke"/>	<input type="text" value="Computer Support Technician"/>
Name:	Title:
<input type="text" value="Earl Gillespie"/>	<input type="text" value="Network Support Technician"/>

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

Y44378 Dell Power Connect 5548 Network Switch was last seen in David Polke's Van 194A on 1/6/16 during yearly inventory. Y44378 was assigned to David Polke and stored in the cargo area of van 194A, in a box with the Ynumber printed on the outside of the box. The switch was discovered missing from Van 194A during the pre-inventory on 8/18/16. IMC (networking tool) was used to try and locate the switch on the District network with no positive results. All Communication closets in all schools/centers were physically searched and turned up no results. TSA buildings and vans were searched several times. All transfer/surplus paperwork and School Dude work orders for the last year were reviewed and checked for references to this Ynumber, none were found.

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.

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☐ Returned to Vendor ☐ Duplicate Number ☐ Damaged

☐ Trade-In: PO#: Amt \$ Vendor:

☐ Sold to: Amt \$ DTD R#

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>
Y44378	Dell Network Switch 5548	7J9YTS1	1,561.00	1	07/0110
<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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Transferred By: (Print Name) Signature: Chuck Welch Date:

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

Reset

FOR PROPERTY CONTROL USE ONLY

Changes Posted to Property Control Records: Signature: Joyce Collins Date: 11-10-16