

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

Phone: 850/983-5130 Facsimile: 850/983-5133

E-mail: cranej@santarosa.k12.fl.us

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

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

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

Cost			Date	Date	Acquired	Accumula
Center	Asset #	Description	Acquired	Missing	Cost	Depreciati
0131	Y42497	Dell Laptop Computer	1/28/2011	2/21/2017	1,147.00	1,14
0151	Y05664	Selmer Tenor Saxophone	8/1/1982	3/7/2017	1,465.00	1,46
0182	Y34588	Canon Digital Camcorder	5/10/2002	12/1/2016	1,274.00	1,27
9037	Y44378	Dell network Switch 5548	8/9/2013	9/21/2016	1,561.00	1,56

	enter umber: 0131							
		10-12-10-11-04-04-04-04-04-04-04-04-04-04-04-04-04-						
List items that were not accounted for on the property control inventory Property Y# Description	Serial Number	Cost	Last Known Location Bldg/Room					
Y42497 Dell Laptop Computer	26Z01N1	\$1,147.	8/023C					
Note: These are minimum steps to be taken; a complete search may 1. Identify last known location and physically search room, including 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 durin Name:	g closets og the search: Title:							
Tammy Hart		11/Child	Plus Manager/EnHS Asst.					
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 Principal's Printed Name	3 9 - 1 Date	7						
IMPORTANT: Complete form, print a paper copy and have an authorize	zed person sign it before send	ling it to Propert	y Control via courier.					
FOR PROPERTY CONTROL USE ONLY Received By: (Print Name) Oy (C C lin) Signature: Oy (C C lin) Do not forget to this page! Use this button to empty all cells and start anew:	1) Slin Date: 4-4-17	-						

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

Remove Property

IMPORTANT	Fill out this form and print a paper copy of it, h	ave an authorized person sign	gn it, and send	d it to Property	Control via courier
Property is bein	g Removed due to □Stolen or ☑Miss	sing: Date of Police F	Report:		
	Returned to Vendor Duplicate	Number Dama	ged		
	Trade-In: PO#: Amt \$	Vendor:			
	Sold to: Amt \$	DTD	R#		
School Name: School Number	T. R. Jackson Pre-K Center				
Property #	Description	Serial Number	Cost		<u>Old</u> /Room
Ү42497	Dell Laptop Computer	26Z01N1	\$1,147	1 8/023	3C
				int	
		la Ool			
Transfered By: (Print 1	Name) Dawn Alt Signature:	Cum to	Date: 4/4/1	.7	
IMPORTANT:	Print a paper copy of this form, have an authorize	ed person sign it, and send it	to Property	Control via cou	rier
FOR PROPER	TY CONTROL USE ONLY	1 1000		77	

Changes Posted to Property Control Records: Signature: Joya Cillino Date: 4-6-17

ne: Milton	High School	Center Number: 0151		
items that	were not accounted for on the property control	inventory day.		
roperty Y#	Description	Serial Number	Last Know Cost Location Bldg/Room	
5664	Selmer Tenor Saxophone	N320272	\$1465.00 Large Storage Locker,	
. Interview . Review fil the name a ne:	ast known location and physically search room employees that have access to area le of transfers & surplus pick up forms. and job title of the individuals that were question			
ohn "Gray" V	Veaver	Band Director		
ne:		Title:		
uring the phecked ou he thinking ill be retunake sure epaired in	directors check out school-owned inst year. They check them back out at the tbut it's case is still in the instrume ag is that one of the kids borrowed it (v rned. Band directors are also in the p that they don't have the sax in their re a hustle/bustle time and the repair si to us in a timely manner. MHS will co	e start of summer. This tender ent room, however the saxoph without informing the band d process of checking with the l epair shops. Sometimes thin hops (one in particular) put in	r saxophone was never none is not in the case. lirectors) and that it local music stores to gs are sent off to get ton the shelf and don't	
Tiı	mothy W. Short	May 10, 2017		
gnature	Complete form, print a paper copy and have a	Date an authorized person sign it before s	sending it to Property Control vi	a courier.
	Y CONTROL USE ONLY Print Name Timethy WS hert Signature:	with le late: 5/10/1		Callins 5-1517

Free JavaScripts provided by The JavaScript Source

Remove Property

IMPURIAN	V1: Fill out this form and print a paper copy of it, ha	ive an authorized person sig	n it, and send	it to Pr	operty Control via co	ourier
Property is be	ing Removed due to Stolen or Miss	ing: Date of Police R	eport:			
	☐ Returned to Vendor ☐ Duplicate N	Number \Boxed Damaş	ged			
	☐Trade-In: PO#: Amt \$	Vendor:				
	Sold to: Amt \$	DTD	R#			
School Name:	: Milton High School					
School Numb	er: 0151					
Property #	<u>Description</u>	Serial Number	<u>Cost</u>	<u>Qty</u>	<u>Old</u> <u>Bldg/Room</u>	
Y05664	Selmer Tenor Saxophone	N320272	\$1465.00	1	0055/Band	
		## P				
	T: Print a paper copy of this form, have an authorized	d person sign it, and send it	•		via courier	
Keset						
FOR PROPE Changes Poste	ERTY CONTROL USE ONLY ed to Property Control Records: Signature:	Joyce Collins	Date:	5-15	-17	

School Name: Pace High School	Center Number: 0182
List items that were not accounted for on the property control invo	entory day.
Property Y# Description	Last Known Serial Number Cost Location Bldg/Room
Note: These are minimum steps to be taken; a complete search. I. Identify last known location and physically search room, inc.	h may include numerous activities.
Interview employees that have access to area Review file of transfers & surplus pick up forms. List the name and job title of the individuals that were questioned Name:	Secretaria (Contraction (Contra
1	A.P
Name:	Title:
Name.	nue.
PRINCIPAL/ADMINISTRATIVE DEPARTMENT HEAD COMMENT additional paper if necessary. See Attached e-mail	TS: Give the complete circumstances and process taken to locate the missing item(s). Use
Blesher Shell Shell	4-10-17
Principal's Principal's Printed Name Signature	Date
IMPORTANT: Complete form, print a paper copy and have an a	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 Do not forget to Print this page!	u Collins Date: 4-24-17

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Use this button to empty all cells and start anew:

Collins, N. Joyce

From: Goodwin, Joseph

Sent: Friday, April 28, 2017 12:34 PM

To:Collins, N. JoyceSubject: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

IMPORTANT	F: Fill out this form and print a paper copy of it, ha	ve an authorized person sig	gn it, and send	d it to Property Control via courier
Property is being	ng Removed due to □Stolen or ☑Missi	ng: Date of Police R	eport:	
	☐ Returned to Vendor ☐ Duplicate N	lumber \Boxed Damaş	ged	
	Trade-In: PO#: Amt \$	Vendor:		
	Sold to: Amt \$	DTD] R#	
School Name: School Number	Pace High School : 0182			
Property #	Description	Serial Number	Cost	Oty Old Bldg/Room
Y34588	Canon Digital Cameordes			1 5/510A
Transfered By: (Print	Name) Toey Goodwin Signature:	1 Ceno C	Date: 4/10	0/17
IMPORTANT:	Print a paper copy of this form, have an authorized	I person sign it, and send it		
FOR PROPER	RTY CONTROL USE ONLY	7. 100.		W. 201 117

Changes Posted to Property Control Records: Signature: Joyce Callins Date: 4-24-17

School		Center		37.42		
Name: Technic	al Support Annex	Number:	9037			
List items that y	vere not accounted for on the property control inve	ntory day				
Property Y#	Description	mory day.	Serial Number	Cost	Last Known Location Bldg/Room	
Y44378	Dell Network Switch 5548	7J9	YTS1	1,561.00	07/0110	
		\neg \vdash				
		T				
				1		
					Lancia de la constanta de la c	
Note: These are	minimum steps to be taken; a complete search	may include	e numerous activitie	es.		
 Interview Review file 	st known location and physically search room, inc employees that have access to area e of transfers & surplus pick up forms. nd job title of the individuals that were questioned					
Name:			Title:			
David Polke			Computer Support	Technician		
Name: Earl Gillespie			Title: Network Support To			
PRINCIPAL/AD	MINISTRATIVE DEPARTMENT HEAD COMMENTS if necessary.	S: Give the co	omplete circumstance	s and process ta	aken to locate th	e missing item(s). Use
yearly inventory Ynumber pringer-inventory with no position up no results	Power Connect 5548 Network Switch was last bry. Y44378 was assigned to David Polke and stated on the outside of the box. The switch was on 8/18/16. IMC (networking tool) was used we results. All Communication closets in all so TSA buildings and vans were searched severaders for the last year were reviewed and check	stored in the discovered to to try and lo chools/cente al times. All	e cargo area of van missing from Van 1 cate the switch on ers were physically transfer/surlpus p	194A, in a box 94A during th the District ne searched and t aperwork and	with the e etwork turned School	
Principal's Principal's	Chush Welch cipal's Printed Name Physic VIII. 18	Dat	1/8/2016 te 11/8/201	6		
Signature	Chur overes		ನಾಯ ಹ			
IMPORTANT:	Complete form, print a paper copy and have an au	ithorized pers	son sign it before send	ding it to Proper	rty Control via c	ourier.
	CONTROL USE ONLY					
Received By: (P Do not forget to	rint Name) 10400 Collins Signature:	je Cellins	Date: //-/0-/10	<u>L</u> .		
Use this button	to empty all cells and start anew:					

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emore rroperty

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 Amt \$ ☐ Trade-In: PO#: Vendor: ☐ Sold to: Amt \$ DTD R# School Name: TSA School Number: 9037 Old Cost Property # **Description** Serial Number Oty Bldg/Room 07/0110 Y44378 Dell Network Switch 5548 7J9YTS1 1,561.00 elell Date: 11/8/2016 Transfered By: (Print Name) Chuck Welch Signature: **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: Joya Collins Date: 11-10-14