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August 16, 2018

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 2018. The missing assets were removed from the property records. There were no prior year missing assets found during FY 18.

Sincerely,

Judson C Crane

JCC/jc

Missing Assets & Found Assets for Fiscal Year 2018

Prior Year Missing Assets That Have been Found in FY 18

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

Missing Assets for Fiscal Year 2018

Cost Center	Asset #	Description	Date Acquired	Date Missing	Acquired Cost	Accumulated Depreciation
0182	Y24678	VGA Teleprompter System/VGA Monitor	10/24/1997	4/10/2018	\$ 2,149.00	\$ 2,149.00
0182	Y25744	Tripod - JIB Platform	5/22/1998	4/10/2018	1,063.00	1,063.00
0182	Y40465	Apple IMAC 20/SD Computer	3/19/2008	4/10/2018	1,714.00	1,714.00
0182	Y44412	Sony HXR-NX70 HDCompact Camcorder	10/25/2013	4/10/2018	2,599.00	1,392.30
9001/9060	Y44658	Large Gait Trainer-Blue	5/9/2014	1/25/2018	2,628.00	832.20
9003	Y46196	HVAC Analyzer	3/31/2017	2/13/2018	2,066.00	45.88
Totals:					\$ 12,219.00	\$ 7,196.38

Missing Items - Documentation Form

School Name: Pace High Center Number: 0182

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

Property Y#	Description	Serial Number	Cost	Last Known Location Bldg/Room
V40465	Apple Computer			1 / 25A
V44412	Sony Camcorder			1 / 25A
V25744	Tripod			1 / 25A
V24678	Teleprompter			1 / 25A

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: Claudia Cassevah Title: Teacher

Name: Susie Cribbs Title: Tech contact

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

We searched for the items and were unsuccessful

BSS Stephen Shell 5-8-18

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) Joyce Collins Signature: Joyce Collins Date: 5-8-18

Do not forget to this page!

Use this button to empty all cells and start anew:

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by [The JavaScript Source](#)

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>
Y40465	Apple Computer				1/25A
Y44412	Sony Camcorder				1/25A
Y25744	Tripod				1/25A
Y24678	Teleprompter				1/25A

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

Reset

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
44658	Blue Gait Trainer (Blue)	K50320140301AA	2628.75	0071-156
<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:
<input type="text" value="Tamara Grinstead"/>	<input type="text" value="Adaptive PE Coach"/>
Name:	Title:
<input type="text" value="Daisy Eddins"/>	<input type="text" value="Adaptive PE Coach"/>

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

Multiple people were contacted and asked to search for the missing item at L schools. These people included Occupational Therapists, Physical Therapists, Adaptive PE Coaches, Program Facilitators, Teachers, Paras and some Assistant Principals and Principals. It is believed that something happened to the item during the emergency flooding situation this past summer at EME since that is the last known location of the item.

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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☐ Returned to Vendor ☐ Duplicate Number ☐ Damaged

☐ Trade-In: PO#: Amt \$ Vendor:

☐ Sold to: Amt \$ DTD: R#

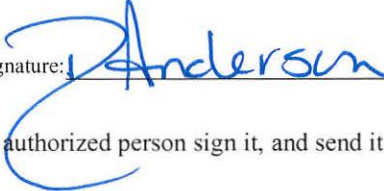
☐ Improperly Disposed Of: Reason:

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>
44658	Rifton Gait Trainer (Blue)	K50320140301AA	2628.75	1	0071/156
<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: 

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
Y46196	HVAC Analyzer	N/A	2,066.00	2/8

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 Phillips"/>	<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.

HVAC analyzer was removed from Bldg.2 Rm.8 for use at school sites, analyzer was not returned. Following an investigation the analyzer was deemed lost and not recovered.

Principal's Signature: Date:

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Received By: (Print Name) Joyce Collins Signature: Joyce Collins Date: 4-13-18
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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/Unrecovered

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>
Y46196	HVAC Analyzer	N/A	2,066.00	1	2/8

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

Reset

FOR PROPERTY CONTROL USE ONLY

Changes Posted to Property Control Records: Signature:  Date: 4-13-18