

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

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Website: https://sites.santarosa.k12.fl.us/purchasing/

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

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		
		1			1	1		
Totals:	0				\$ -	\$ -		

Missing Assets for Fiscal Year 2018								
Cost			Date	Date	-	Acquired	Acc	umulated
Center	Asset #	Description	Acquired	Missing		Cost	De	preciation
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:		6			\$	12,219.00	\$	7,196.38

Missing Items - Documentation Form

	enter umber: 0182							
List items that were not accounted for on the property control inventory	day.		Last Known					
Property Y# Description	Serial Number	Cost	Location Bldg/Room					
V40465 Apple Computer			1/25A					
V44412 Sony Camcocder			1/25A					
Y25744 Tripod Y24678 Telepromoter			1/25A					
TO TO THE STATE OF								
Note: These are minimum steps to be taken; a complete search may	include numerous activities							
Identify last known location and physically search room, including 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 durin Name:	g closets							
Claudia Cassevah	Tescher							
Name:	Title:	· · · · · · · · · · · · · · · · · · ·						
Susie Cribbs	Tech con	fact						
PRINCIPAL/ADMINISTRATIVE DEPARTMENT HEAD COMMENTS: Givadditional paper if necessary. We searched for the items and								
Principal's Signature Stephen Shell Principal's Principal's Printed Name	5-8-18 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) OKC (S) Signature: OYKE Do not forget to this page!	Collin Date: 5-8-18							
Use this button to empty all cells and start anew:								
	ee JavaScripts provided r The JavaScript Source							

https://www.santarosa.k12.fl.us/property/forms/MissingItems.htm[11/26/2012 3:49:39 PM]

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: ☑ Improperly Disposed Of: Reason: School Name: School Number: 0182 Old Oty Property # Description Serial Number Cost Bldg/Room V40465 25A 2519 25A Juseph Goodwin Signature: Transfered By: (Print Name) 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 Collino Date: 5-8-18

Missing Items - Documentation Form

School Name: Berryhil	l Administrative Complex/ESE	Center Number:	9001/9060			
	4 4					
Property Y#	vere not accounted for on the property control <u>Description</u>	I inventory day.	Serial Number	Cost	Last Known Location Bldg/Room	
44658	Blue Gait Trainer (Blue)	K50	320140301AA	2628.75	0071-156	
				im		
				1		
				+		
 Identify la Interview e Review file 	st known location and physically search room employees that have access to area to of transfers & surplus pick up forms. and job title of the individuals that were questi	n, including closets				
Tamara Grinst	read		Adaptive PE Coach			
Name:			Title:			
Daisy Eddins			Adaptive PE Coach			
Multiple J L scho Therapist some Ass happened summer	people were contacted and asols. These people included Ots, Adaptive PE Coaches, Prosistant Principals and Principal to the item during the ement EME since that is the last	sked to sear eccupationa gram Facili oals. It is be rgency flood known loca	rch for the mist Therapists, For tators, Teacher lieved that so ing situation ation of the ite	ssing item Physical ers, Paras mething this past	at	e missing item(s). Use
	bbie Anderson Jubbu An	dersuna	05/2018			
Signature	cipal's Printed Name Complete form, print a paper copy and have	Da an authorized per		ling it to Proper	ty Control via c	ourier.
Received By: (P Do not forget to	rint Name) OYCC COLLOS Signature: this page! to empty all cells and start anew:	Jeya Allis	Date: 3-8-18	-		

Free JavaScripts provided 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 Amt \$ ☐ Trade-In: PO#: Vendor: Amt \$ ☐ Sold to: DTD: ☐ Improperly Disposed Of: Reason: Berryhill Administrative Complex/ESE School Name: School Number: 9001/9060 Old Serial Number **Description** Cost Property # Oty Bldg/Room Rifton Gait Trainer (Blue) K50320140301AA 2628.75 0071/156 44658 Date: 03/05/2018 Transfered By: (Print Name) Debbie Anderson 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: Joyce Collins Date: 3-8-18

Missing Items - Documentation Form

School Name: Mainter	nance Dept.		Cente					
Property Y#	were not accounted fo	r on the property cont	rol inventory day	Serial Number	Cost	Last Known Location Bldg/Room		
Y46196	HVAC Analyzer		7	N/A	2,066.00	2/8		
					1			
	L							
Note: These are	e <u>minimum steps</u> to	be taken; a complete	search may inc	clude numerous activitie	es.			
	ast known location an employees that have	d physically search ro	om, including clo	osets				
	e of transfers & surpl							
	and job title of the ind	viduals that were que	stioned during th					
Name:		The second secon		Title:		Variety (Variety Co., 2015) - Market Brother		
Richard Laing				Supervisor Bldg. M	aintenance			
Name: Rufus Phillips	,			Title: Maintenance Foren	aon II			
Ruids i illips				Maintenance Foren	ian n			
PRINCIPAL/AD	oministrative dep.	ARTMENT HEAD COM	MENTS: Give th	ne complete circumstance	s and process ta	aken to locate th	e missing item(s). Use	
HVAC an	alyzer was re	moved from B	ldg.2 Rm.8	3 for use at scho	ool			
sites,ana	dyzer was not	returned. Follow	lowing an i	investigation the	e analyzer	was		
The same of the sa	lost and not re							
						- 1		
Ri	chard Laing		$\overline{\gamma}$	04/13/2018				
Principalla								
Signature Prin	ncipal's Printed Name	1	1	Date				
IMPORTANT:	Complete form, prin	a paper copy and have	ve an authorized	person sign it before sen	ding it to Proper	rty Control via e	ourier.	
FOR PROPERT	Y CONTROL USE ON	LY						
	Print Name) OY(C	Signature	Joya all	Uno Date: 4-13-18	=			
	to the same of the							
Use this button	to empty all cells and	start anew: Reset						
	Free JavaScripts provided							

by The JavaScript Source

Remove Property

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