	Agency Name							1.11	NCIDENT/INVESTIGATION					Case# 2016-017518			
N	Clay County Sheriff's Office							REPORT					Date / Time Reported 07/18/2016 08:11 Mon				
	ORI FL0100000							Premise Type Zone/Tract				+ [Last Known Secure 07/18/2016 08:10 Mon				
	Location of Incident 3802 County Road 220, Middleburg FL 32068-							Premise Type Zone Tract School/college 8					At Found	07/18/2016	08:11 Mon		
	#1 Crime Incident(s) (Com) Property Or Vehicle Lost CC8024							Com)	Weapon / Tools NOT APPL			ICABLE/NONE Exit Security			itv		
								···· ·································	Entry E			2XII Jaccumy			···········	Activity	
	#2	Crim	e Incider	it	,	Entry Exit			Frit	if Security			ity				
		- 0	- 21 2		· 3	Weapon / Tools						•	Activity				
	#3	3 Crime Incident							Entry			Exit			Secur	ity	
												- Han	-			 	
MO							Domestic: N	.4%n' ;									
	# of Victims 1 Type: BUSINESS								Injury: Victim of DOB Race			Race	Sex Relationship Resident Status Military				
v	Victim/Business Name (Last, First, Middle) V1 MIDDLEBURG HIGH SCHOOL							, i		Crime#	Age			700	Offender	N/A	Diancip Status
C L	Home Address 3802 COUNTY ROAD 220, Middleburg, FL 320								0.50		1.50		۱ ا		Ho	me Phone	04-213-2100
T I	Em	38 polover	Mamala	Advace									Bus	iness Pho	one	Mobile P	
M			Cl	AY COUN'	ry sc	CHOOL Style		3802	COUNTY Li	<i>ROAD 22</i> c/Lis	0		VIN	1			i,
<u> </u>	VY	·	Make			"					Person	(if other	than v	ictim)		<u> </u>	
	CODES: V- Victim (Denote V2, V3) O = Owner (if other than victim) R = Reporting Person (if other than victim) Type: PERSON/INDIVIDUAL(NOT A LE OFFICER) Injury:																
O T	Name (Last, First, Middle)							Victim of Crime#	01/07	ов 7/1969	Race	Sex Rel	ationship Offender	Resident Sta	Branch/Status		
H	RP WILLIAMS, JOSTIN LAMAK						- :			47	W	M	Но	Resident me Phone			
R	Home Address 900 Orchid Av Keystone Heights, FL 32656							Business Phone					-	352 Mobile I	2-473-2764		
I	Employer Name/Address Keystone High School, 900 Orchid Ave. Keysto.							ne Height.	s, Fl. 3265	6 (VI	CE	Bu		73-2764	L	Mono	
N	Type:							Injury:					tus Military				
o O	Code Name (Last, First, Middle)									Crime #			Kaoc	To	Offender		Branch/Status
L V	Home Address							- 11-	Age Home Phone					<u> </u>			
E D								Business			siness Ph	one	Mobile	Phone			
	Employer Name/Address							ced B = Burned C = Counterfeit / Forged F = Found									
	("OJ" = Recovered for Other Juris							diction							erial Number		
	#							Property Description iters - video & Terminals			<u></u>	Make/Model APPLE/Mac Book Air			el	SC02MXC	
	1	1 366 L \$799.00 1 Computers - video				inea Cc	¿ L'erminais										
P												-					
R O P E	-	-		e e	 						<u> </u>						
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R										<u>,</u>		-	<u> </u>				
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	-																
	F				 		7 10 1		1 1				1				
	Officer/ID# HAWKINS, J. E. (06182)																
-	Invest ID# HAWKINS, J. E. (06182)										Super	11	illa	SMIT	H, K. A. (00	The state of the s	
Sta	us C	omplai	nant Sigi	nature			Case S	Status <i>ense Cle</i>	osed	07/1	8/201	6	Dispos				Page 1
سنبليه	Pı	rinted E	y: KKII	E, RECORDS	6								Sys#: 1	390961		(9/06/2016 09:06:

RE	PORTING OFFICER NARRATIVE	OCA
Ol Ostate Shariff a Office		2016-017518
Clay County Sheriff's Office Victim MIDDLEBURG HIGH SCHOOL	Offense PROPERTY OR VEHICLE LOST	Date / Time Reported Mon 07/18/2016 08:11
IMADDIDONO IIIO		

On 06-28-16, I was contacted by Middleburg High School Vice Principal Justin Williams in regards to a missing Mac Book computer discovered missing during an audit.

J. Williams advised the Mac Book was last seen on 04-04-16 in Ms. Melinda Christoph's class room. Due to the students not being assigned a specific computer, It was unknown which student might have been the last student to use the computer.

According to Ms. Christoph, the last day the missing computer was seen/accounted for was on 04-04-16.

J. Williams was able to provide the following information in regards to the missing computer:

Make: Apple

Model: Mac Book Air

Serial Number: SC02MXCG6GO83

Value: \$799.00

This case is non-offense closed

Investigative cost recovery (1 hour x \$25.85) = \$25.85

SCHOOL BOARD OF CLAY COUNTY TRADE-IN REQUEST

TO: Clay County School Board
VIA: Property Control Coordinator
COST CENTER: 0021
ITEM TO TRADE IN: (The required information can be found on the TERMS database if applicable)
Description of Item: Ricoh AFICIO Property Number: 00095960 DZ
Serial Number: M9285400385 Model: MP6000
Serial Number: M9 28 5 4 0 0 38 5 Model: MP 6 0 0 O Acquisition Date: 11 25 2008 Current Value: \$ 7,806.00
Allowance for trade-in (Provided by vendor): NOTE, 57,000 First Fue Copies Ray
Reason for trade-in: Very Parts (no longer available): Current condition (item unusable)
Repair (not cost effective) Other:
ITEM TO BE PURCHASED:
Description of Item: Rich MP6002 SP
Vendor: Copy Fax Cost: \$ 691700
Method of Payment: District Funds - Budget Line: 0100 5100 0641 0021 1527
OR Internal Accounts - Activity Account Name/Number:
Submittee Thomana Huggins Email to Submittee Submittee

Properly Control

PRO-1-3411 E 01/09/2016

Principal/District Administrator

Market Committee Committee

SCHOOL BOARD OF CLAY COUNTY TRADE-IN REQUEST

TO: Clay County School Board	
VIA: Property Control Coordinator	
cost center: DO21	
ITEM TO TRADE IN: (The required information can	be found on the TERMS database if applicable)
Description of Item: Ricoh	Property Number: 10000039 P
Serial Number: 1719040044	Model: DX4542 Priport
Acquisition Date: 8 27 D9	Current Value: \$3,314.00
Allowance for trade-in (Provided by vendor):	E Maintenance First 3 years
Reason for trade-in: Parts (no longer available	e): Current condition (item unusable)
Repair (not cost effective)	
ITEM TO BE PURCHASED:	
Description of Item: Ricoh 7 Leasing	Model: DD 4450 Duplicatur
Vendor: Copy Fax	_ Cost: \$ 3,921.00
Method of Payment District Funds - Budget Li	ne: 0100 5100 0630 3021 1585
OR _ Internal Accounts - Activity Account Na	me/Namper: 0/00 21 0000
Those Liveria CHA	MAN Haltin 9/7/16
Report Prepared By (Type Name) Prindipal/Di	strict Administrator's Signature Date
Email to	Submit to roperty Control

PRO-1-3411 E 01/09/2016

SCHOOL BOARD OF CLAY COUNTY TRADE-IN REQUEST

TO: Clay County School Board	
VIA: Property Control Coordinator	
cost center: 002-1	
ITEM TO TRADE IN: (The required information can be	e found on the TERMS database if applicable)
Description of Item: A icoh	Property Number: 10000040 DZ
Serial Number: N 7 19 0 4 00 0 17	Model: DX454Z Pripat
Acquisition Date: 8 27 09	Current Value: \$_3,314.00
Allowance for trade-in (Provided by vendor):	Maintenance First 3 YEARS
Reason for trade-in: Parts (no longer available	e): Current condition (item unusable)
Repair (not cost effective) Other:	
The second secon	·
ITEM TO BE PURCHASED:	
Description of Item: Ricoh , 7 Leasing	Model: DD4450 Duplicator
Vendor: Copy Fax	cost: \$ 3921, DD
Method of Payment: District Funds - Budget Lir	ne: 15100 5100 10630, 0021 1585
OR Internal Accounts - Activity Account Nam	
Many the den	whatalta 9/7/16
Report Prepared By (Type Name) Principal/Dis	strict Administrator's Signature Date
Email to Principal/District Administrator	Submit to roperty Control

PRO-1-3411 E 01/09/2016

SCHOOL BOARD OF CLAY COUNTY TRADE-IN REQUEST

TO: Clay County Sc	hool Board			
VIA: Property Contr	ol Coordinator		,	
COST CENTER: 91	11-INST DIVISION	¥		
ITEM TO TRADE IN	I: (The required in	formation can be	found on the TERMS datab	ase if applicable)
Description of Item:	Ricoh Copier w/hole	punch/finisher	Property Number	er: <u>00094089</u>
Serial Number:	M94851004		Model: MP8000SP	
Acquisition Date:	05/08/2008		Current Value: \$13,2	22.00
Allowance for trade	-in (Provided by ve	ndor): <u>First 25,000</u>	copies free	
Reason for trade-in	: Parts (no l	longer available):	Current condition (item unusable)
Repair (not	cost effective)	χ☑ Other: No I	onger eligible for maintenance p	blan
			·	
ITEM TO BE PURC	CHASED:			
Description of Items	Ricoh Copier w/ho	le punch/finisher	Model: MP7502SP	
Vendor: Ricoh USA c	o Copyfax		Cost: \$10,151.00	
Method of Paymen	t:_x <u>▼</u> District Fur	nds - Budget Line	0100.6300.0641.9111.0000	
OR 🔙 Interna	al Accounts - Activi	ty Account Name	/Number:	
Debbie Green Report Prepared l			ct Administrator's Signature	9-7-16 Date
Principal/District		NACONAL CONTRACTOR OF THE PARTY	perty Control	