



# REPORTING OFFICER NARRATIVE

Clay County Sheriff's Office

OCA 2016-017518
Date / Time Reported Mon 07/18/2016 08:11

Victim  
MIDDLEBURG HIGH SCHOOL

Offense  
PROPERTY OR VEHICLE LOST

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: D0095960 D2Serial Number: M9285400385 Model: MP6000Acquisition Date: 11/25/2008 Current Value: \$ 7,806.00Allowance for trade-in (Provided by vendor): NONE 57,000 First Full Copies RayReason for trade-in: ☒ Parts (no longer available): ☒ Current condition (item unusable)☒ Repair (not cost effective) ☒ Other: \_\_\_\_\_**ITEM TO BE PURCHASED:**Description of Item: Ricoh Model: MP6002 SPVendor: Copy Fax Cost: \$ 6917<sup>00</sup>Method of Payment: ☒ District Funds - Budget Line: 0100 5100 0641 0021 1527  
0100 5100 0641 0021 1585OR ☒ Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Shawana Huggins  
Report Prepared By (Type Name)  
Shawana Huggins

Email to  
Principal/District Administrator

Chunfu Hatter  
Principal/District Administrator's Signature

9/7/16  
Date

Submit to  
Property 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: 0021 ☒ITEM TO TRADE IN: (The required information can be found on the TERMS database if applicable)Description of Item: Ricoh Property Number: 10000039 p2Serial Number: 1719040044 Model: DX4542 PriportAcquisition Date: 8/27/09 Current Value: \$3,314.00Allowance for trade-in (Provided by vendor): FREE Maintenance First 3 yearsReason for trade-in: ☒ Parts (no longer available): ☒ Current condition (item unusable)☒ Repair (not cost effective) ☒ Other: \_\_\_\_\_ITEM TO BE PURCHASED:Description of Item: Ricoh Leasing Model: DD 4450 DuplicatorVendor: Copy fax Cost: \$ 3,921.00Method of Payment: ☒ District Funds - Budget Line: 0100 5100 0630 0021 1585OR ☒ Internal Accounts - Activity Account Name/Number: 0100 5100 0630 0021 0600Shawana Huggins  
Report Prepared By (Type Name)  
Shawana HugginsEmail to  
Principal/District AdministratorShawana Huggins  
Principal/District Administrator's Signature9/7/16  
DateSubmit to  
Property Control

# 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 Property Number: 10000040 DZSerial Number: N7190400017 Model: DX4542 PriportAcquisition Date: 8/27/09 Current Value: \$ 3,314.00Allowance for trade-in (Provided by vendor): FREE Maintenance First 3 YEARSReason for trade-in: ☒ Parts (no longer available): ☒ Current condition (item unusable)☒ Repair (not cost effective) ☒ Other: \_\_\_\_\_ITEM TO BE PURCHASED:Description of Item: Ricoh → Leasing Model: DD4450 DuplicatorVendor: Copy Fax Cost: \$ 3921.00Method of Payment: ☒ District Funds - Budget Line: 0100 5100 10630 0021 1585  
0100 5100 0630 0021 0000OR ☒ Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Thawana Huggins  
 Report Prepared By (Type Name)  
Thawana Huggins

Email to  
 Principal/District Administrator

Jennifer Halter  
 Principal/District Administrator's Signature

9/7/16  
 Date

Submit to  
 Property 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: 9111-INST DIVISION ☒

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Ricoh Copier w/hole punch/finisher Property Number: 00094089 pz

Serial Number: M94851004 Model: MP8000SP

Acquisition Date: 05/08/2008 Current Value: \$ 13,222.00

Allowance for trade-in (Provided by vendor): First 25,000 copies free

Reason for trade-in: ☒ Parts (no longer available): ☒ Current condition (item unusable)

☒ Repair (not cost effective) ☒ Other: No longer eligible for maintenance plan

**ITEM TO BE PURCHASED:**

Description of Item: Ricoh Copier w/hole punch/finisher Model: MP7502SP

Vendor: Ricoh USA c/o Copyfax Cost: \$ 10,151.00

Method of Payment: ☒ District Funds - Budget Line: 0100.6300.0641.9111.0000

OR ☒ Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Debbie Green  
Report Prepared By (Type Name)

  
Principal/District Administrator's Signature

9-7-16  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control