

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0021-GCJ

SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 6,181.15.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	89240	Property Number:	AV001871
Serial Number:	3C8VQF1	Serial Number:	N/A
Model Number:	OPTIPLEX 755	Model Number:	N/A
Description:	COMPUTER	Description:	TRANSITION PROGRAM COMPL
Acquisition Date:	03/27/2008	Acquisition Date:	03/22/2007
Current Value:	\$880.02	Current Value:	\$1,540.00
Last seen location:	Bldg: 01 Room: 002	Last seen location:	Bldg: 93 Room: 112


Property Number:	91158	Property Number:	77947
Serial Number:	13541378JA	Serial Number:	834081
Model Number:	AM-ACE208	Model Number:	KING 1140WC
Description:	OVEN: CONVECTION/MIRCO - AM	Description:	TUBA
Acquisition Date:	09/14/2006	Acquisition Date:	09/25/2003
Current Value:	\$2,918.63	Current Value:	842.50
Last seen location:	Bldg: 91 Room: 001	Last seen location:	Bldg: 09 Room: 923

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

89240 - There were a number of computers from this classroom/lab that were moved to surplus; however, this is the only one of that set that has not been located. AV001871 - This outdated ESOL literature program was reported to have been removed from our campus at least more than 2 years ago according to a former AP here. 91158- This oven was moved to the surplus shed (B91, R001) which was completely cleared out by the district over last summer. 77947 - The band director has no record of this tuba being loaned out or sent off for repair in the last year, yet we are unable to measure being taken care of to prevent further loss.

A procedure has been put in place that any property that is to be surplusd is to moved to a central location (404, 410, or 91/001). Email notifications of items needing to be surveyed are directed to me as Property Manager.


 Property Manager's Signature


 Principal/District Administrator's Signature

3/30/17
 Date

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: GPE - 0232 SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 1090.00.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	<u>81720</u>	Property Number:	
Serial Number:	<u>GBGFS21</u>	Serial Number:	
Model Number:	<u>Dell M5200N</u>	Model Number:	
Description:	<u>Printer: Wonegump Laser-Dell</u>	Description:	
Acquisition Date:	<u>05/27/2004</u>	Acquisition Date:	
Current Value:	<u>\$1090.00</u>	Current Value:	
Last seen location:	<u>Bldg: 06</u>	<u>Room: 602</u>	Last seen location: Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg:	Room:	Last seen location: Bldg: Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

I completed my inventory within 3 weeks of being hired. I have checked every classroom and closet, but cannot find this item.

Measures being taken to prevent further loss:

Last week I completed another inventory and updated TERMS with all changes. I have accounted for every item on campus except this printer (81720).

Lee Worley
 Property Manager's Signature

[Signature]
 Principal/District Administrator's Signature

3/31/17
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0252-OPH

SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 3477.02.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	93950	Property Number:	90318
Serial Number:	f5713d1	Serial Number:	F42Y7B1
Model Number:	Optiplex 745	Model Number:	GX520
Description:	Dell Computer	Description:	Dell Computer
Acquisition Date:	06282007	Acquisition Date:	09142006
Current Value:	880.00	Current Value:	880.00
Last seen location:	Bldg:01 Room:103A	Last seen location:	Bldg:01 Room:110

Property Number:	91949	Property Number:	45647
Serial Number:	glbpsc1	Serial Number:	N/A
Model Number:	Optiplex 745	Model Number:	542561
Description:	Dell Computer	Description:	Spectrometer
Acquisition Date:	05102007	Acquisition Date:	11281989
Current Value:	882.00	Current Value:	825.02
Last seen location:	Bldg: 01 Room: 125	Last seen location:	Bldg: 01 Room: 232A

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Items may have been inadvertently discarded

Measures being taken to prevent further loss:

A.S. Bradley
 Property Manager's Signature

Submit to
 Principal/District Administrator

Clayton Anderson
 Principal/District Administrator's Signature

Email to
 Property Control

4/12/2017
 Date

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0301-KHE SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 1,000.00.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	<u>46224</u>	<input checked="" type="checkbox"/>	Property Number:	
Serial Number:	<u>014606</u>		Serial Number:	
Model Number:	<u>YRP-50</u>		Model Number:	
Description:	<u>Keyboard: Yamaha</u>		Description:	
Acquisition Date:	<u>04/24/97</u>		Acquisition Date:	
Current Value:	<u>\$1,000.00</u>		Current Value:	
Last seen location:	Bldg: <u>92</u>	Room: <u>724</u>	Last seen location:	Bldg: _____ Room: _____

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: _____	Room: _____	Last seen location: Bldg: _____ Room: _____

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Ms. Mills used the keyboard last year. She does not know what happened to the keyboard.

Measures being taken to prevent further loss:

Teachers will complete check out forms to move property off campus. Our music teacher will keep all instruments in her room.

[Signature]
Property Manager's Signature
Submit to
Principal/District Administrator

[Signature]
Principal/District Administrator's Signature
Email to
Property Control

3/31/07
Date

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0311-KHH

SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 6523.54.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	77812	<i>pk</i>	Property Number:	84649	<i>pk</i>
Serial Number:	PACCT36D12		Serial Number:	6VQGMB1	
Model Number:	1703		Model Number:	D820	
Description:	Panasonic 36" TV		Description:	Dell Laptop	
Acquisition Date:	01/23/2003		Acquisition Date:	10/03/2006	
Current Value:	768.00		Current Value:	1349.00	
Last seen location:	Bldg: 01	Room: 168	Last seen location:	Bldg: 01	Room: 169

Property Number:	09000266	<i>pk</i>	Property Number:	09000281	<i>pk</i>
Serial Number:	5Q34PH1		Serial Number:	HR34PH1	
Model Number:	E6400		Model Number:	E6400	
Description:	Dell Laptop		Description:	Dell Laptop	
Acquisition Date:	12/18/2008		Acquisition Date:	12/18/2008	
Current Value:	1177.57		Current Value:	1177.57	
Last seen location:	Bldg: 01	Room: 169	Last seen location:	Bldg: 01	Room: 162

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

The items missing were not tracked properly and procedures have been put in place to prevent this from occurring in the future.

Measures being taken to prevent further loss:

We will continue to conduct trainings and reviewing of proper protocols/procedures when items are moved from one location to another.

Brian Kelly

 Property Manager's Signature

Angela M. Ward

 Principal/District Administrator's Signature

4/5/17

 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

0311-K/H

PAGE TWO
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

(The required information can be found on the Terms database. Use additional space only if page one is full)

Property Number: 13100534	Property Number: 13100535
Serial Number: BD253X1	Serial Number: 8C253X1
Model Number: E6430	Model Number: E6430
Description: Dell Laptop	Description: Dell Laptop
Acquisition Date: 05/09/2013	Acquisition Date: 05/09/2013
Current Value: 1025.70	Current Value: 1025.70
Last seen location: Bldg: 01 Room: 169	Last seen location: Bldg: 01 Room: 169

Property Number:	Property Number:
Serial Number:	Serial Number:
Model Number:	Model Number:
Description:	Description:
Acquisition Date:	Acquisition Date:
Current Value:	Current Value:
Last seen location: Bldg: Room:	Last seen location: Bldg: Room:

Property Number:	Property Number:
Serial Number:	Serial Number:
Model Number:	Model Number:
Description:	Description:
Acquisition Date:	Acquisition Date:
Current Value:	Current Value:
Last seen location: Bldg: Room:	Last seen location: Bldg: Room:

Property Number:	Property Number:
Serial Number:	Serial Number:
Model Number:	Model Number:
Description:	Description:
Acquisition Date:	Acquisition Date:
Current Value:	Current Value:
Last seen location: Bldg: Room:	Last seen location: Bldg: Room:

Property Number:	Property Number:
Serial Number:	Serial Number:
Model Number:	Model Number:
Description:	Description:
Acquisition Date:	Acquisition Date:
Current Value:	Current Value:
Last seen location: Bldg: Room:	Last seen location: Bldg: Room:

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0341-CHS SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 898.00.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	12000804	Property Number:	
Serial Number:	na	Serial Number:	
Model Number:	GSPR8T	Model Number:	
Description:	Track Package: Sprint 8 System	Description:	
Acquisition Date:	05-10-12	Acquisition Date:	
Current Value:	898.00	Current Value:	
Last seen location:	Bldg:02	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

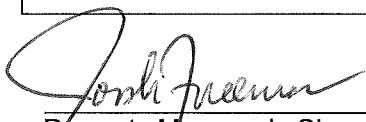
THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Sprint timer was a piece of track equipment. It was stored in a track storage bin. The coach states that the entire storage bin was lost. It could have been left at a meet. The teacher thinks it was lost over the summer when he was moved to a different classroom.

Measures being taken to prevent further loss:

Continue to hold the coaches accountable. Continue to check property periodically throughout the school year.



 Property Manager's Signature
 Submit to
 Principal/District Administrator



 Principal/District Administrator's Signature
 Email to
 Property Control

4/4/17

 Date

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0351 - LSH SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ \$3651.93.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	00095882	24	Property Number:	10001429	24
Serial Number:	9XYXQH1		Serial Number:	GPHRBM1	
Model Number:	Dell Optiplex 755		Model Number:	Dell Precision	
Description:	Desktop		Description:	LAPTOP	
Acquisition Date:	01/22/09		Acquisition Date:	05/13/10	
Current Value:	\$880.02		Current Value:	\$1444.50	
Last seen location:	Bldg: 02	Room: 038	Last seen location:	Bldg:02	Room:041

Property Number:	00084449	24	Property Number:		
Serial Number:	6KVK281		Serial Number:		
Model Number:	Dell Pentium		Model Number:		
Description:	LAPTOP		Description:		
Acquisition Date:	01/26/06		Acquisition Date:		
Current Value:	\$1,327.41		Current Value:		
Last seen location:	Bldg:02	Room:044	Last seen location:	Bldg:	Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

All items have been reported to previous administration as unserviceable. However, with teacher changes and administration changes there is not a report of transfer to surplus or to service.

Measures being taken to prevent further loss:

An exhaustive search was conducted on premises. Multiple inquiries have been made in attempt to positively locate the items listed above.

Amanda George, Assistant Prin
 Property Manager's Signature

David J. McDonald
 Principal/District Administrator's Signature

4/10/16
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0352-LES SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 880.00.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	91460	<input checked="" type="checkbox"/>	Property Number:	
Serial Number:	C7KL0C1		Serial Number:	
Model Number:	Dell GX520 P4		Model Number:	
Description:	Chassis Dell P4		Description:	
Acquisition Date:	11/09/06		Acquisition Date:	
Current Value:	880.00		Current Value:	
Last seen location:	Bldg:6	Room:611	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg:	Room:	Last seen location: Bldg: Room:

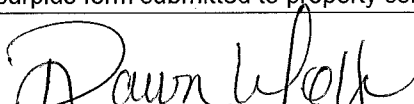
THE FOLLOWING QUESTIONS MUST BE COMPLETED:


Explanation for missing asset(s):

moved into surplus room on 6/25/15. entered onto on-site survey form for surplus 6/29/15. Surplus computers picked up 9/23/15, however this one was reported to not have been picked up. computer was still located in 6/611 in Oct/2015. Property audit on 11/18/16, item was no longer found in 6/611. Campus sweeps were conducted numerous times to locate, but unsuccessful.

Measures being taken to prevent further loss:

computers being placed in this room will be double checked by two separate individuals. When surplus computers are being picked up, will try to make sure property manager/head custodian are there to check as computers are leaving room. Will also attempt to have a quicker turn around time for when computers are placed in the surplus room and surplus form submitted to property control.


 Property Manager's Signature


 Principal/District Administrator's Signature

4-4-17
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0371 WJH SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 880.00.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	000 93681	<input checked="" type="checkbox"/>	Property Number:	
Serial Number:	A15PCF 1		Serial Number:	
Model Number:	Optiplex Gx745		Model Number:	
Description:	Dell computer		Description:	
Acquisition Date:	1/24/2008		Acquisition Date:	
Current Value:	880.00		Current Value:	
Last seen location:	Bldg: 03	Room: 309	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg:	Room:	Last seen location: Bldg: Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Computer was moved to 309 for survey. May have been repurposed by old Tech.

Measures being taken to prevent further loss:

Have set in place w/Tom (new computer tech) that he lets me know of any moves in property.

Chris Cavella
 Property Manager's Signature

[Signature]
 Principal/District Administrator's Signature

9/4/17
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0391-MHS SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 6261.17.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	97859	<i>pt</i>	Property Number:	98325	<i>pt</i>
Serial Number:	JJP4GH1		Serial Number:	2LCVMH1	
Model Number:	OPTIPLEX 755		Model Number:	GX 755	
Description:	COMPUTER		Description:	COMPUTER	
Acquisition Date:	11/13/2008		Acquisition Date:	11/13/2008	
Current Value:	880.02		Current Value:	880.02	
Last seen location:	Bldg:01	Room:063	Last seen location:	Bldg:01	Room:065

Property Number:	10011367	<i>pt</i>	Property Number:	81872	<i>pt</i>
Serial Number:	6JC5TK1		Serial Number:	DNMSP51	
Model Number:	OPTIPLEX 760		Model Number:	DELL LATITUDE PENTIUM M	
Description:	COMPUTER		Description:	LAPTOP COMPUTER	
Acquisition Date:	9/10/2009		Acquisition Date:	10/14/2004	
Current Value:	1032.06		Current Value:	1669.07	
Last seen location:	Bldg:01	Room:065	Last seen location:	Bldg:01	Room:178


THE FOLLOWING QUESTIONS MUST BE COMPLETED:

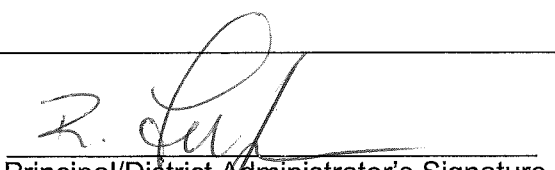
Explanation for missing asset(s):

Property moves without communication with property administration.

Measures being taken to prevent further loss:

Educate all involved on proper procedures for moving property.


 Property Manager's Signature


 Principal/District Administrator's Signature

4/3/17
 Date

0391-MHS

PAGE TWO
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

(The required information can be found on the Terms database. Use additional space only if page one is full)

Property Number:	94396		Property Number:		
Serial Number:	FAMJ1005671		Serial Number:		
Model Number:	FC600A		Model Number:		
Description:	GARDEN TILLER		Description:		
Acquisition Date:	9/13/2007		Acquisition Date:		
Current Value:	1800.00		Current Value:		
Last seen location:	Bldg:01	Room:231	Last seen location:	Bldg:	Room:

Property Number:			Property Number:		
Serial Number:			Serial Number:		
Model Number:			Model Number:		
Description:			Description:		
Acquisition Date:			Acquisition Date:		
Current Value:			Current Value:		
Last seen location:	Bldg:	Room:	Last seen location:	Bldg:	Room:

Property Number:			Property Number:		
Serial Number:			Serial Number:		
Model Number:			Model Number:		
Description:			Description:		
Acquisition Date:			Acquisition Date:		
Current Value:			Current Value:		
Last seen location:	Bldg:	Room:	Last seen location:	Bldg:	Room:

Property Number:			Property Number:		
Serial Number:			Serial Number:		
Model Number:			Model Number:		
Description:			Description:		
Acquisition Date:			Acquisition Date:		
Current Value:			Current Value:		
Last seen location:	Bldg:	Room:	Last seen location:	Bldg:	Room:

Property Number:			Property Number:		
Serial Number:			Serial Number:		
Model Number:			Model Number:		
Description:			Description:		
Acquisition Date:			Acquisition Date:		
Current Value:			Current Value:		
Last seen location:	Bldg:	Room:	Last seen location:	Bldg:	Room:

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0411-CHE SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 5,275.54.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	14000118	Property Number:	09000329
Serial Number:	CO2L700PFH53	Serial Number:	4J2PHI
Model Number:	Air ME87266/A	Model Number:	E6400
Description:	Macbook	Description:	Dell Laptop
Acquisition Date:	09/12/13	Acquisition Date:	11/25/2008
Current Value:	1,271.97	Current Value:	1,177.57
Last seen location:	Bldg:01	Room:128	Last seen location: Bldg:07
			Room:703

Property Number:	00094466	Property Number:	
Serial Number:	8NGZ6G1/CNRXY45315	Serial Number:	
Model Number:	Optiplex 745/HP4250	Model Number:	
Description:	Dell Desktop computer	Description:	
Acquisition Date:	08/14/2008	Acquisition Date:	
Current Value:	2,826.00	Current Value:	
Last seen location:	Bldg:05	Room:503	Last seen location: Bldg:
			Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

The Macbook was assigned to an employee that left over the summer and there had been no property checkout slip completed so it had not been tracked. The laptop cannot be found after being used in various ways (ie testing, classroom, robotics). The desktop was to have been surveyed with many other computers but was not listed on any survey forms.

Measures being taken to prevent further loss:

All items are accounted for and laptops are signed out. Forms for laptops and all other checkout materials kept with the property manager. Also when property is moved it is done through a google form that tracks the property locations to ensure nothing is lost in the shuffle.



 Property Manager's Signature



 Principal/District Administrator's Signature

03/31/2017

 Date

Submit to
Principal/District Administrator

Email to
Property Control

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: RHS - 0431 SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 1,765.00.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	94325	Property Number:	55626
Serial Number:	CLIX2D1	Serial Number:	S0171052445X
Model Number:	745 OPIPLEX	Model Number:	95
Description:	DELL COMPUTER	Description:	TV 32" SONY
Acquisition Date:	06282007	Acquisition Date:	04281995
Current Value:	\$880.00	Current Value:	\$885.00
Last seen location:	Bldg:92 Room:84	Last seen location:	Bldg:5 Room:540

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

ITEM 94325: The computer was inoperatable and replaced by our County computer tech over the summer as witnessed by the teacher. The computer has not been located. Computer tech cannot recall the item.
 ITEM 55626: The item was dropped and damaged beyond repair the summer of 2015. It was lost/discarded and never properly surveyed.

Measures being taken to prevent further loss:

ITEM 94325: I plan to have better and more timely communication with the computer tech as it deals with removing items.
 ITEM 55626: I plan to ensure when equipment is damaged that it is immediatley surveyed.


 Property Manager's Signature


 Principal/District Administrator's Signature

4-3-17
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0451-LAE SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 9,984.39.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	76136	Property Number:	80678
Serial Number:	CHN5B41	Serial Number:	MVC40345105062
Model Number:	CANON ZR70	Model Number:	PHIBCLEVERSV1
Description:	CAMCORDER:MCMINI DV	Description:	PROJECTOR: LCD SVGA PHILLIPS
Acquisition Date:	03/11/2004	Acquisition Date:	05/27/2004
Current Value:	\$798.00	Current Value:	\$1,295.00
Last seen location:	Bldg:01 Room:131	Last seen location:	Bldg:07 Room:708

Property Number:	88395	Property Number:	12000571
Serial Number:	B4YKPB1	Serial Number:	JVZ2X 951
Model Number:	GX520	Model Number:	LAPTOP DELL E6420
Description:	DELL PEN-D	Description:	DELL LAPTOP
Acquisition Date:	10/12/2006	Acquisition Date:	03/08/2012
Current Value:	\$880.00	Current Value:	\$1,123.54
Last seen location:	Bldg:92 Room:096	Last seen location:	Bldg:06 Room:603

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

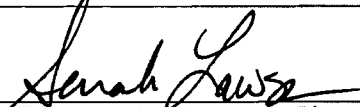
LAE had several vandalism/break-ins in July 2016. 76136 and 88395 are believed to be surplussed last year. 80678 last seen several years ago. The teacher that was in that room has moved out of district. 09000069, 72, 73, 80, and 87 are Dell e6400 laptops used by an ASD teacher last year. She states they were in a box that was placed in the surplus area at the end of the last year. 12000571 listed as robotics computer in last years documents,

Measures being taken to prevent further loss:

A search and verification by serial number as opposed to property number will be conducted to verify all property numbers and serial numbers match what is given in TERMS. LAE has had inconsistency in property managers with four assistant principals in 6 years. This has led to some unclear procedures for moving property. Procedures will be put in place and a plan shared.

Melanie McIver

 Property Manager's Signature


 Principal/District Administrator's Signature

Apr 04, 2017
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

**PAGE TWO
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)**

(The required information can be found on the Terms database. Use additional space only if page one is full)

Property Number:	09000069	Property Number:	09000072
Serial Number:	4Y23PH1	Serial Number:	7Z23PH1
Model Number:	E6400	Model Number:	E6400
Description:	DELL LAPTOP	Description:	DELL LAPTOP
Acquisition Date:	11/25/2008	Acquisition Date:	11/25/2008
Current Value:	\$1177.57	Current Value:	\$1177.57
Last seen location:	Bldg:05	Last seen location:	Bldg:05
	Room:529		Room:529

Property Number:	09000073	Property Number:	09000080
Serial Number:	7Y23PH1	Serial Number:	GDC2PH1
Model Number:	E6400	Model Number:	E6400
Description:	DELL LAPTOP	Description:	DELL LAPTOP
Acquisition Date:	11/25/2008	Acquisition Date:	11/25/2008
Current Value:	\$1177.57	Current Value:	\$1177.57
Last seen location:	Bldg:05	Last seen location:	Bldg: 05
	Room:529		Room: 529

Property Number:	09000087	Property Number:	
Serial Number:	8y23ph1	Serial Number:	
Model Number:	e6400	Model Number:	
Description:	DELL LAPTOPS	Description:	
Acquisition Date:	11/25/2008	Acquisition Date:	
Current Value:	\$1177.57	Current Value:	
Last seen location:	Bldg: 05	Last seen location:	Bldg:
	Room: 529		Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg:	Last seen location:	Bldg:
	Room:		Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg:	Last seen location:	Bldg:
	Room:		Room:

**SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0471 / PES SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 1744.00.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	<u>60023</u>	Property Number:	
Serial Number:	<u>D5HB01575</u>	Serial Number:	
Model Number:	<u>456 UP</u>	Model Number:	
Description:	<u>Panasonic Camcorder</u>	Description:	
Acquisition Date:	<u>05/15/1995</u>	Acquisition Date:	
Current Value:	<u>\$ 1744</u>	Current Value:	
Last seen location:	Bldg: <u>1</u> Room: <u>113</u>	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

After researching #60023, which was previously located in 01/135 (TV production), it was determined I (Amy Vann) moved it physically, and in TERMS, to 01/113 which is our "survey room". I believe #60023 was overlooked during pick up by county.

Measures being taken to prevent further loss:

I will be present when all items are picked up. If I am not on campus, I will instruct our head custodian to ensure each individual item is accounted for.

Amy B Vann
Property Manager's Signature

Tom O'Brien
Principal/District Administrator's Signature

4/7/2017
Date

Submit to
Principal/District Administrator

Email to
Property Control

**SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: Lakesburg 0481 SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 8854.73.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	10001380	Property Number:	10001369
Serial Number:	CGSM5M1	Serial Number:	51WN5M1
Model Number:	E6400	Model Number:	E6400
Description:	Laptop - Dell	Description:	dell laptop
Acquisition Date:	5/13/10	Acquisition Date:	5/13/10
Current Value:	1165.48	Current Value:	1165.48
Last seen location:	Bldg: 03 Room: 314	Last seen location:	Bldg: 05 Room: 516

Property Number:	84984	Property Number:	84993
Serial Number:	065013	Serial Number:	006021
Model Number:	SE2 SV6A	Model Number:	SE2 SV6A
Description:	Projector	Description:	Projector
Acquisition Date:	8/11/05	Acquisition Date:	8/11/05
Current Value:	806.25	Current Value:	806.25
Last seen location:	Bldg: 05 Room: 516	Last seen location:	Bldg: 05 Room: 516

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

movement of teachers and materials with the school, moved to surplus bc some items didn't work/function

Measures being taken to prevent further loss:

inventory of all digital property including projectors, Chromebooks, and laptops. Use of Destiny Resource manager when it becomes available.

Carolyn [Signature]
Property Manager's Signature

Submit to
Principal/District Administrator

Becky [Signature]
Principal/District Administrator's Signature

Email to
Property Control

4/13/17
Date

**PAGE TWO
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE - CAPITALIZED TAGGED ASSETS)**

(The required information can be found on the Terms database. Use additional space only if page one is full)

Property Number:	84994	pt	Property Number:	86103	pt
Serial Number:	006693		Serial Number:	004997	
Model Number:	SE2-SVGA 15002		Model Number:	SE2-SVGA 15002	
Description:	Projector		Description:	8/11/05	
Acquisition Date:	8/11/05		Acquisition Date:	Projector	
Current Value:	806.25		Current Value:	806.25	
Last seen location:	Bldg: 05	Room: 510	Last seen location:	Bldg: 05	Room: 510

Property Number:	86604	pt	Property Number:	810609	pt
Serial Number:	006695		Serial Number:	006702	
Model Number:	SE2-SVGA 15002		Model Number:	SE2-SVGA 15002	
Description:	Projector		Description:	Projector	
Acquisition Date:	8/11/05		Acquisition Date:	8/11/05	
Current Value:	806.25		Current Value:	806.25	
Last seen location:	Bldg: 05	Room: 510	Last seen location:	Bldg: 05	Room: 510

Property Number:	86937	pt	Property Number:	86699	pt
Serial Number:	JCFKPJL		Serial Number:	006712 SE2-SVC A 15002	
Model Number:	Dell OPTIPLEX 795		Model Number:	MITSUBISHI SE20	
Description:	Computer		Description:	Projector	
Acquisition Date:	5/14/09		Acquisition Date:	8/11/05	
Current Value:	880.02		Current Value:	806.25	
Last seen location:	Bldg: 05	Room: 510	Last seen location:	Bldg: 92	Room: 404

Property Number:	80775 Found 4/11/17		Property Number:		
Serial Number:	0109661817F		Serial Number:		
Model Number:	EMP 53		Model Number:		
Description:	Epson PowerLite		Description:		
Acquisition Date:	Projector 5/25/10 W		Acquisition Date:		
Current Value:	909.00		Current Value:		
Last seen location:	Bldg: 92	Room: 404	Last seen location:	Bldg:	Room:

Property Number:			Property Number:		
Serial Number:			Serial Number:		
Model Number:			Model Number:		
Description:			Description:		
Acquisition Date:			Acquisition Date:		
Current Value:			Current Value:		
Last seen location:	Bldg:	Room:	Last seen location:	Bldg:	Room:

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0531-TBE SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 2009.57.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	82222	Property Number:	09000460
Serial Number:	FLCCY81	Serial Number:	3S43PH1
Model Number:	DELL P4	Model Number:	DELL LATITUDE E6400
Description:	CHASSIS/MONITOR/KEYBOARD	Description:	LAPTOP
Acquisition Date:	1.26.2006	Acquisition Date:	11.25.2008
Current Value:	832.00	Current Value:	1177.57
Last seen location:	Bldg:01 Room:105	Last seen location:	Bldg:01 Room:307

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

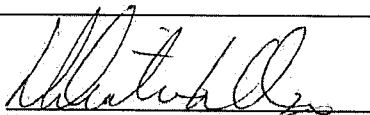
THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Both computers were replaced due to issues. Computer 82222 was relocated to 01-117, but is no longer in that room. We will continue to check the building to determine if the computer was installed in another room.

Measures being taken to prevent further loss:

Procedures for the upcoming year will change to require teachers to check their room and sign to verify equipment in the room (after administration completes inventory). In addition, the policy for relocation and removal of technology will be reviewed with the entire staff after a complete inventory has been completed.


 Property Manager's Signature

Submit to
 Principal/District Administrator


 Principal/District Administrator's Signature

Email to
 Property Control

4/6/17
 Date

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0541 RDE SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 906.70.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	<u>76850</u> ST	Property Number:	
Serial Number:	<u>42LWQ71</u>	Serial Number:	
Model Number:	<u>5100cn</u>	Model Number:	
Description:	<u>Dell Laser Color Printer</u>	Description:	
Acquisition Date:	<u>1/26/06</u>	Acquisition Date:	
Current Value:	<u>906.70</u>	Current Value:	
Last seen location:	Bldg: <u>1</u> Room: <u>223</u>	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Printer was missing from computer lab when 1st inventory check was conducted. Has not been located. Probably surplus.

Measures being taken to prevent further loss:

Periodic checks throughout the year to ensure inventory moves are documented. Keep records of surplus.

Dimitri M. Maurik
 Property Manager's Signature

[Signature]
 Principal/District Administrator's Signature

3-31-17
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0551-FIH SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 12,121.92.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	79293	<i>pk</i>	Property Number:	79294	<i>pk</i>
Serial Number:	03100644026			Serial Number:	03100644026
Model Number:	A0074199			Model Number:	A0074199
Description:	ACTIVBOARD:ACADEMIC W/30			Description:	ACTIVBOARD:ACADEMIC W/30
Acquisition Date:	06/26/2003			Acquisition Date:	06/26/2003
Current Value:	3130.50			Current Value:	3130.50
Last seen location:	Bldg:01	Room:015	Last seen location:	Bldg:01	Room:015

Property Number:	79925	<i>pk</i>	Property Number:	81237	<i>pk</i>
Serial Number:	SCNDX201440			Serial Number:	W8649AB9W0G
Model Number:	HP 4200 LASERJET			Model Number:	MAG09LL/A
Description:	PRINTER:LASERJET - HP 4200			Description:	LAPTOP: MACBOOK PRO - APPLE
Acquisition Date:	08/14/2003			Acquisition Date:	01/11/2007
Current Value:	858.85			Current Value:	1918.00
Last seen location:	Bldg:01	Room:015	Last seen location:	Bldg:01	Room:118

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Computers (laptops) and activboard were in room 15 to be surplusd and cannot be located.

Measures being taken to prevent further loss:

Continued monitoring w/ teachers and staff to keep updated and checkout procedures.

Rogudaly

 Property Manager's Signature

Submit to
 Principal/District Administrator

Thomas & Pittman

 Principal/District Administrator's Signature

Email to
 Property Control

4/18/17

 Date

PAGE TWO
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

(The required information can be found on the Terms database. Use additional space only if page one is full)

Property Number:	10001445	Property Number:	14100132
Serial Number:	FZ6D2M1	Serial Number:	H9R5SY1
Model Number:	E6400	Model Number:	E6430
Description:	LAPTOP - DELL LATITUDE E640	Description:	LAPTOP - DELL LATITUDE E6430
Acquisition Date:	06/10/2010	Acquisition Date:	10/10/2013
Current Value:	1070.64	Current Value:	1183.39
Last seen location:	Bldg:01 Room:015	Last seen location:	Bldg:01 Room:015

Property Number:	16100034	Property Number:	
Serial Number:	2LZFL52	Serial Number:	
Model Number:	3340	Model Number:	
Description:	LAPTOP: DELL LATITUDE 3340	Description:	
Acquisition Date:	09/24/2015	Acquisition Date:	
Current Value:	830.04	Current Value:	
Last seen location:	Bldg:01 Room:015	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0601 CGE SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 5431.76.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	92449 ^{PK}	Property Number:	94684 ^{PK}
Serial Number:	F7DU29933	Serial Number:	F7DU32189
Model Number:	8755E	Model Number:	8755E
Description:	Projector LCD	Description:	Projector LCD
Acquisition Date:	8/9/07	Acquisition Date:	8/9/07
Current Value:	779.00	Current Value:	779.00
Last seen location:	Bldg: 1 Room: 122	Last seen location:	Bldg: 1 Room: 122

Property Number:	94919 ^{PK}	Property Number:	92400 ^{PK}
Serial Number:	907V501	Serial Number:	36344 7050
Model Number:	Optiplex 745	Model Number:	SPC300
Description:	CMK-Dell	Description:	Document Camera
Acquisition Date:	9/27/07	Acquisition Date:	8/23/07
Current Value:	880.00	Current Value:	952.76
Last seen location:	Bldg: 1 Room: 122	Last seen location:	Bldg: 1 Room: 346

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

All items in Rm. 122 were mixed in w/ Survey/Surplus items. We believe they were taken during preplanning; we've had several changes w/ our IT assigned tech and property gets moved/removed frequently w/o communication to property manager. The laptop was missing from 2014-2015 Measures being taken to prevent further loss: when the portable was relocated (additionally, it no longer was supported by the network). System put in place to prevent any property movement unless it goes through property manager.


 Property Manager's Signature


 Principal/District Administrator's Signature

4/5/17
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

0601-CGE

PAGE TWO
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

(The required information can be found on the Terms database. Use additional space only if page one is full)

Property Number:	94831	Property Number:	92377
Serial Number:	DZ6VSD1	Serial Number:	H2C40D1
Model Number:	Optiplex 745	Model Number:	Latitude D520
Description:	CMK / Dell	Description:	Laptop - Dell
Acquisition Date:	9/27/07	Acquisition Date:	6/14/07
Current Value:	880.00	Current Value:	1161.00
Last seen location:	Bldg: 1 Room: 459	Last seen location:	Bldg: 92 Room: 502

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0611-01J SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ ~~18,377.00~~ \$ 16,674.00 *Req*

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	<u>90890</u> <i>PK</i>	Property Number:	<u>90049</u> <i>Found 3/15/17</i>
Serial Number:	<u>K4665300127</u>	Serial Number:	<u>0005751</u> <i>Req</i>
Model Number:	<u>2075</u>	Model Number:	<u>XD460U</u>
Description:	<u>COPIER: FINISHER</u>	Description:	<u>PROJECTOR XGA 2600</u>
Acquisition Date:	<u>9-14-2006</u>	Acquisition Date:	<u>8-10-2006</u>
Current Value:	<u>15875.00</u>	Current Value:	<u>1697.00</u>
Last seen location:	Bldg: <u>01</u> Room: <u>104</u>	Last seen location:	Bldg: <u>01</u> Room: <u>128</u>

Property Number:	<u>15000113</u> <i>PK</i>	Property Number:	
Serial Number:	<u>5C02MXBTAG083</u>	Serial Number:	
Model Number:	<u>ME870LL/B</u>	Model Number:	
Description:	<u>LAPTOP: MACBOOK</u>	Description:	
Acquisition Date:	<u>7-10-2014</u>	Acquisition Date:	
Current Value:	<u>799.00</u>	Current Value:	
Last seen location:	Bldg: <u>01</u> Room: <u>428</u>	Last seen location:	Bldg: Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

90890 is a copier that we suspect Copy fax removed when we had it replaced. 90049 is old and may have been thrown out. 15000113 is a student reading laptop that disappeared over the summer

Measures being taken to prevent further loss:

Our book-keeper and Media Specialist are keeping a closer eye on old property and surplussing more often!

Paul A. Bodie
 Property Manager's Signature

[Signature]
 Principal/District Administrator's Signature

4/11/17
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0651-POE SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 19,747.00.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	09000682	Property Number:	09000684
Serial Number:	v1595000088	Serial Number:	M9486000127
Model Number:	Aficio MPC3300SPF	Model Number:	Aficio MP8000
Description:	Copier: color - Ricoh	Description:	Copier: w/finisher/punch Ricoh
Acquisition Date:	04/23/2009	Acquisition Date:	04/23/2009
Current Value:	7,771.00	Current Value:	11,976.00
Last seen location:	Bldg: 01 Room: 102	Last seen location:	Bldg:01 Room:709

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

These two copiers were replaced in the Spring of 2016. Our Principal's Secretary did not follow protocol of going through Property Manager to have these items surveyed. Instead he allowed Copy Fax to take these items without notifying the Property Manager when they installed the new copiers. It was later confirmed by administration that they did in fact receive these items, but no longer had them in their possession.

Measures being taken to prevent further loss:

All staff and faculty were reminded of how the Property Manager at each site has to survey items to have them removed from campus.


 Property Manager's Signature


 Principal/District Administrator's Signature

4-4-17
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0661-OHS SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 8458.31.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	10011737	Property Number:	11000060
Serial Number:	3LPDJL1	Serial Number:	J29TQM1
Model Number:	E6400	Model Number:	E6410
Description:	LAPTOP-DELL	Description:	LAPTOP-DELL
Acquisition Date:	12172009	Acquisition Date:	09232010
Current Value:	1070.64	Current Value:	1093.59
Last seen location:	Bldg:01 Room:102	Last seen location:	Bldg:01 Room:131

Property Number:	10001545	Property Number:	11000112
Serial Number:	ETC090787	Serial Number:	D69TQM1
Model Number:	5064	Model Number:	E6410
Description:	EQUIPMENT:DNA/PROTEIN	Description:	LAPTOP-DELL
Acquisition Date:	06102010	Acquisition Date:	09232010
Current Value:	1093.65	Current Value:	1093.59
Last seen location:	Bldg:01 Room:178	Last seen location:	Bldg:01 Room:156

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Many of these items have not been seen in 3 or more years, if ever. Teachers comment that they have asked for these items to be taken off their inventory previously, but it was not done.

Measures being taken to prevent further loss:

Removal of items that have been on inventory that should have been removed in previous years. Keep accurate inventory records and immediately move inventory to its current location.

Amanda Stinson *Richard*
 Property Manager's Signature Principal/District Administrator's Signature

4/6/17
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

0661-OHS

PAGE TWO
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

(The required information can be found on the Terms database. Use additional space only if page one is full)

Property Number:	10001604	Property Number:	14000052
Serial Number:	HM962M1	Serial Number:	DB2310030
Model Number:	E6410	Model Number:	PTVX500U
Description:	LAPTOP-DELL	Description:	EQUIPMENT:PROJECTOR
Acquisition Date:	06102010	Acquisition Date:	10102013
Current Value:	1070.64	Current Value:	1299.99
Last seen location:	Bldg:01 Room:161	Last seen location:	Bldg:01 Room:163

Property Number:	13000577	Property Number:	10001922
Serial Number:	282076110638	Serial Number:	00420-002617
Model Number:	DS126311	Model Number:	350104
Description:	CAMERA:CANON EOS REBEL T3	Description:	DUPLICATOR: SANITIZER HDD-AL
Acquisition Date:	06062013	Acquisition Date:	06292010
Current Value:	799.99	Current Value:	936.22
Last seen location:	Bldg:01 Room:174	Last seen location:	Bldg:01 Room:130

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: Room:	Last seen location:	Bldg: Room:

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9010-TRANSPORTATION SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 954.60.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	T0000011	<input checked="" type="checkbox"/>	Property Number:	
Serial Number:	20584		Serial Number:	
Model Number:	S2		Model Number:	
Description:	TRAILER-UTILITY		Description:	
Acquisition Date:	03181980		Acquisition Date:	
Current Value:	954.60		Current Value:	
Last seen location:	Bldg: 1	Room: 9021	Last seen location:	Bldg: Room:

Property Number:			Property Number:	
Serial Number:			Serial Number:	
Model Number:			Model Number:	
Description:			Description:	
Acquisition Date:			Acquisition Date:	
Current Value:			Current Value:	
Last seen location:	Bldg:	Room:	Last seen location:	Bldg: Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

The trailer was assigned to the Maintenance Department (9021) and during the inventory they could not find it.

Measures being taken to prevent further loss:

Asking the Maintenance Department to track all vehicles and trailers on an annual basis.

William V. Davis Jr.
 Property Manager's Signature

Robert McLaughlin
 Principal/District Administrator's Signature

04112017
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9021-Maint SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 1615.00.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	<u>62359</u>	<input checked="" type="checkbox"/>	Property Number:	
Serial Number:	<u>NA</u>		Serial Number:	
Model Number:	<u>NA</u>		Model Number:	
Description:	<u>JBL System w/mikes/stand</u>		Description:	
Acquisition Date:	<u>3/26/96</u>		Acquisition Date:	
Current Value:	<u>1615</u>		Current Value:	
Last seen location:	Bldg: <u>?</u>	Room: <u>?</u>	Last seen location:	Bldg: <u></u> Room: <u></u>

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg: <u></u>	Room: <u></u>	Last seen location: Bldg: <u></u> Room: <u></u>


THE FOLLOWING QUESTIONS MUST BE COMPLETED:

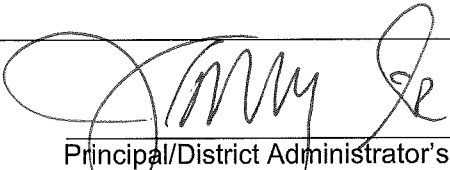
Explanation for missing asset(s):

We Don't have a record of picking it up.

Measures being taken to prevent further loss:

We have a system in place. We just don't have a record of this transaction


 Property Manager's Signature
 Submit to
 Principal/District Administrator


 Principal/District Administrator's Signature
 Email to
 Property Control

4-3-17
 Date

SCHOOL BOARD OF CLAY COUNTY
ANNUAL MISSING PROPERTY INVENTORY
(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)

TO: Clay County School Board
 VIA: Property Control Coordinator

COST CENTER: 9104 - Stem SCHOOL YEAR: 2016-2017

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ \$1,070.64.

(The required information can be found on the TERMS database. Additional space on page two if required)

Property Number:	10001571	<i>3rd</i>	Property Number:	
Serial Number:		<i>C50D2M1</i>	Serial Number:	
Model Number:	E6410		Model Number:	
Description:	Dell Latitude Laptop		Description:	
Acquisition Date:	<i>06/10</i> -2010		Acquisition Date:	
Current Value:	<i>\$1070.64</i>		Current Value:	
Last seen location:	Bldg: <i>16</i>	Room: <i>1610</i>	Last seen location:	Bldg: Room:

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg:	Room:	Last seen location: Bldg: Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

This property is not located on my Property List.

Measures being taken to prevent further loss:

Merging of two departments along with their property, mix up

Property Manager's Signature

Submit to
Principal/District Administrator

Wathneen K. ...
Principal/District Administrator's Signature

Email to
Property Control

4-4-17
Date