

**SCHOOL DISTRICT OF CLAY COUNTY
PROPERTY VANDALISM / THEFT / INCIDENT / OTHER LOSS REPORT**

1. School/Department: WEC/ESE Vandalism: _____ Theft: Incident: _____ Other Loss: _____
 2. Date of Incident: 1/1/2014 Time of Incident: _____
 3. Was entry made into any part of the building? No (Yes/No) Forced Entry? No (Yes/No)
 4. Was Police Dept. called? Yes (Yes/No) Police Report#: 2014-050007 Investigator's Name: C. S. Humphrey
 5. Custodial hours needed to clean up? _____ Cost? (include both day & overtime hours) _____
 6. Was maintenance called? No (Yes/No) Work Order Number: _____ Hours worked? _____ Cost? _____
 (include both day & overtime hours)

7. SPECIFIC DETAILS OF VANDALISM, THEFT, INCIDENT OR OTHER LOSS: (Additional space on Addendum page if required)

On 12/31/13 I was parked near 5007 Harrow Road in Jacksonville (on Briarwood Road) between the hours of 10pm and 2am on 1/1/14. When I entered the vehicle to leave, I noticed the doors were unlocked and some

CCSB NUMBER	ITEM DESCRIPTION	SERIAL #	(CHECK ONE)				Purchase Year	Purchase Price
			Stolen	Destroy	Damage	Other Loss		
120000 94	Dell Latitude E6420 laptop computer	CGZY2 R1	<input checked="" type="checkbox"/>				2011	\$1060.43

INCLUDE THE FOLLOWING INFORMATION INVOLVING BUS / VEHICLE:

8. School Bus / Vehicle No. _____ Bus / Vehicle Operator's Name: _____

9. Location of incident involving bus / vehicle? _____

DIRECTIONS FOR SUBMITTING FORM

- Person preparing report fills out report / saves copy and then selects Email to Principal / Director.
- Principal / Director digitally signs and then selects Email to Distribution List (Form is electronically sent to the following departments: Support Services / Asst. Superintendent, Business Affairs / Property Control).

Howard Neal West
Person Preparing Report (Print Name)

Jerry D. Pop
Principal / Director's Signature

1/14/14
Date

Email to Principal / Director

Email to Distribution List

**ADDENDUM
PROPERTY VANDALISM / THEFT / INCIDENT / OTHER LOSS REPORT**

7. SPECIFIC DETAILS OF VANDALISM, THEFT, INCIDENT OR OTHER LOSS: (Use additional space only if page one is full)

papers and things were disturbed. The next morning, I realized the laptop and carry case were missing.

CCSB NUMBER	ITEM DESCRIPTION	SERIAL #	(CHECK ONE)			Other Loss	Purchase Year	Purchase Price
			Stolen	Destroy	Damage			

Print Report



This incident has been reported to the
Jacksonville Sheriff's Office
and is pending approval

Jacksonville Sheriff's Office
501 E. Bay Street
Jacksonville, FL 32202
904-630-0500

General Information

Incident Type Vehicle Burglary
Tracking Number T14000015
Report Date 01/03/2014 12:48 PM

Reporting Person Information

Name West, Howard Neal
Home Address 1005 South Bank Way, St. Johns, FL 32259, US
Primary Phone Number 904-599-0448
Email nwest4x8@yahoo.com
Business/Employer Name Clay County School District
Work Phone 904-599-0448
Race White
Ethnicity Not of Hispanic Origin
Sex Male
DOB 10/21/1968

Incident Information

Incident Location 5007 Harrow Road, JACKSONVILLE, FL 32217
Incident Time (start) 12/31/2013 10:00 PM
Incident Time (end) 01/01/2014 02:00 AM
Location Type Residence - Single Family
Theft Type Any Other Property

Vehicle Information

No 1
Type Auto
Make Honda - Auto
Model Other
VIN 00000000
Year 2002
Color Red
License Plate No (do not enter spaces) 138PTS
License Year 2014
Licensing State FL
Doors Locked? No

Property Information

No 1
Type Computer Hardware/Software
Color Silver
How Many 1
Stolen/Damaged Amount (\$) 300

Print Report

Property Description

Silver Laptop Computer and a soft, black carry case

Narrative

Incident Description

On 12/31/13 I was parked near 5007 Harrow Road in Jacksonville (on Briarwood Road) between the hours of 10 pm and 2 am on 1/1/14. When I entered the vehicle to leave, I noticed the doors were unlocked and some papers and things were disturbed. The next morning, I realized the laptop and carry case were missing. The laptop and case belong to the Clay County School District, my employer.



SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0391-MHS

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

Description of Item: Digital Ricoh Aficio 2015 Copier Property Number: 87041

Serial Number: J9056600293 Model: 2015

Acquisition Date: 10/27/2005 Current Value: \$1761.00

Allowance for trade-in (Provided by vendor): First 4,000 prints will be FREE for Trade-in with no carry over

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

Repair (not cost effective) Other: _____

ITEM TO BE PURCHASED:

Description of Item: Ricoh MP 301SPF Copier Model: MP 301 SPF

Vendor: Copy Fax Cost: \$1190.00

Method of Payment: District Funds - Budget Line: 0100-5100-0641-0391-1523

OR Internal Accounts - Activity Account Name/Number: _____

Abby Neal
Report Prepared By (Type Name)

Principal/District Administrator's Signature

Jan 29, 2014
Date

Email to
Principal/District Administrator

Submit to
Property Control

**SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9004

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

Description of Item: Ricoh Copier Property Number: 85320

Serial Number: J8355501615 Model: Aficio 2022

Acquisition Date: 11/22/05 Current Value: \$4,584.00

Allowance for trade-in (Provided by vendor): 1st 5,000 prints free

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

Repair (not cost effective) Other: _____

ITEM TO BE PURCHASED:

Description of Item: Ricoh Copier Model: MP2553SP

Vendor: Copyfax Cost: \$2,858.00

Method of Payment: District Funds - Budget Line: 0100.6100.0641.9004.1104

OR Internal Accounts - Activity Account Name/Number: _____

Becky Moody
Report Prepared By (Type Name)


Principal/District Administrator's Signature

1/10/14
Date

Email to:
Principal/District Administrator

Submit to
Property Control

Handwritten: 1/14/14