

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: 2015-2016

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 \$ 1241.50.

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

Property Number:	00056167	Property Number:	
Serial Number:	430013	Serial Number:	
Model Number:	2269	Model Number:	
Description:	Horn: King Double French	Description:	
Acquisition Date:	04/06/1994	Acquisition Date:	
Current Value:	1241.50	Current Value:	
Last seen location:	Bldg: 09	Room: 922	Last seen location: Bldg: Room:

24

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 instrument was unable to be identified during property inventory. The band director states that she has no recollection of the instrument.

Measures being taken to prevent further loss:

All band instruments that belong to GCSJH will be maintained in the same storage facility. The property manager in conjunction with the band director will perform a periodic inventory of equipment each semester.

Justin P. Jones
 Property Manager's Signature

Jennifer Halter
 Principal/District Administrator's Signature

Apr 05, 2016
 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: 0111-BLC SCHOOL YEAR: 2015-2016

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 \$ 835.60

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

Property Number:	57887	Property Number:	
Serial Number:	A1S211590	Serial Number:	
Model Number:		Model Number:	
Description:	Palmcorder	Description:	
Acquisition Date:	06/14/01	Acquisition Date:	
Current Value:	835.60	Current Value:	
Last seen location:	Bldg: 91	Room: D63	04

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:	

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

The small camcorder was moved to a central location for survey. We believe it is still there, but unobtainable due to additional items ready to be disposed of.

Measures being taken to prevent further loss:

Small items awaiting survey will be kept in a more secure location.

Amanda George *Amanda George*
Property Manager's Signature

Steve [Signature]
Principal/District Administrator's Signature

May 10, 2016
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: 0232 - GPE SCHOOL YEAR: 2015-2016

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 \$ 11,220.

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

Property Number:	<u>10001425</u>	Property Number:	
Serial Number:	<u>86500301221 →</u>	Serial Number:	<u>86500301221</u>
Model Number:	<u>AFICIO MP900ISP</u>	Model Number:	
Description:	<u>RICOH COPIER</u>	Description:	
Acquisition Date:	<u>5/13/2010</u>	Acquisition Date:	
Current Value:	<u>11220.00</u>	Current Value:	
Last seen location:	Bldg: <u>1</u> Room: <u>115</u>	Last seen location:	Bldg: Room:

D4

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):

Copier was removed from campus along with our old copiers as we traded for new ones. Paperwork was not completed for this copier in order to surplus.

Measures being taken to prevent further loss:

All summer surplus materials will be verified with Robert prior to disposal.

Dimitrammanner

Property Manager's Signature

[Signature]

Principal/District Administrator's Signature

4/27/16

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: 0252-OPH SCHOOL YEAR: 2015-2016

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 \$ 22,861.61.

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

Property Number:	80755	Property Number:	89196
Serial Number:	n/a	Serial Number:	0
Model Number:	1826DTC	Model Number:	5100TN
Description:	CART: FOOD TRANSPORT - DBL	Description:	PRINTER: LASTER JET 5100TN
Acquisition Date:	02/12/2004	Acquisition Date:	06/22/2006
Current Value:	942.00	Current Value:	1819.00
Last seen location:	Bldg:12 Room:115	Last seen location:	Bldg:12 Room:132

Property Number:	76266	Property Number:	84526
Serial Number:	16029	Serial Number:	F051905 F0519805
Model Number:	SHARP	Model Number:	GALLERY 9421W
Description:	TELEVISION: 27" SHARP	Description:	CORNER DESK 90 DEG 32"
Acquisition Date:	11/08/2001	Acquisition Date:	09/08/2005
Current Value:	799.50	Current Value:	2608.63
Last seen location:	Bldg:12 Room:157	Last seen location:	Bldg:N/A Room:N/A

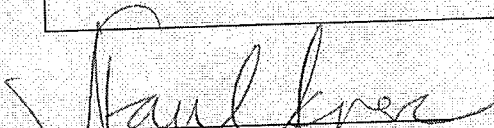
THE FOLLOWING QUESTIONS MUST BE COMPLETED:


Explanation for missing asset(s):

Band equipment was supposedly lent out to other area school bands by previous band director. 80755 and 84526 were supposedly removed from campus for another school by food services. 76256 was removed and replaced with an enhanced classroom. Other remaining missing inventory - no records of transfer/survey.

Measures being taken to prevent further loss:

Every instrument that is issued to a student and/or leaves the OPH campus will have an official Equipment Checkout form filed with both the band director and the property manager. Other equipment will only be moved/approved for removal through the property manager.


 Property Manager's Signature


 Principal/District Administrator's Signature

6/3/16
 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:	66435	Property Number:	66440	
Serial Number:	5-605728	Serial Number:	N/A	
Model Number:	2350 SP	Model Number:	2350SP	
Description:	SOUSAPHONE: KING2350	Description:	SOUSAPHONE: KING 2350	
Acquisition Date:	06/29/1998	Acquisition Date:	06/29/1998	
Current Value:	4110.00	Current Value:	4110.00	
Last seen location:	Bldg:24	Room:22	Last seen location: Bldg:24	Room:22

Property Number:	43372	Property Number:	12000611	
Serial Number:	4818-C	Serial Number:	686214	
Model Number:	N/A	Model Number:	H378	
Description:	CLARINET CONTRA ALTO	Description:	HORN: DBLE FRENCH USED	
Acquisition Date:	01/06/1997	Acquisition Date:	05/10/2012	
Current Value:	2000.00	Current Value:	1799.00	
Last seen location:	Bldg:24	Room:22	Last seen location: Bldg:24	Room:22

Property Number:	12001009	Property Number:	76256	
Serial Number:	468251	Serial Number:	162466K	
Model Number:	YBH-301MS	Model Number:	EMP50	
Description:	BARITONE: YAMAHA MARCHIN	Description:	PROJECTOR: EPSON EMP50	
Acquisition Date:	09/13/2012	Acquisition Date:	08/23/2001	
Current Value:	1400.00	Current Value:	1829.00	
Last seen location:	Bldg:24	Room:22	Last seen location: Bldg:01	Room:127

Property Number:	91590	Property Number:		
Serial Number:	30YROF1	Serial Number:		
Model Number:	D830	Model Number:		
Description:	LAPTOP: LATITUDE D830	Description:		
Acquisition Date:	12/13/2007	Acquisition Date:		
Current Value:	1444.48	Current Value:		
Last seen location:	Bldg:01	Room:127	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:

PRO-2-3423 E 03/01/2016

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: 2015-2016

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 \$ 1,941.10.

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

Property Number:	71031	Property Number:	71051
Serial Number:	SUSQB043226	Serial Number:	CNBX12658 CNBX126258 (A)
Model Number:	HP4050	Model Number:	HP4200
Description:	LaserJet Printer	Description:	LaserJet Printer
Acquisition Date:	09/11/2000	Acquisition Date:	04/11/2003
Current Value:	1007.30	Current Value:	933.80
Last seen location:	Bldg:92 Room:750	Last seen location:	Bldg:92 Room:715

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):

71031 - Printer was broken and Mrs. Chambers said it was placed under the table. She did not know when it was taken from her room.
 71051- Printer was broken and placed in Portable 715 for storage. The county came and picked up the property stored in that portable because it had to be used as a classroom.

Measures being taken to prevent further loss:

Our custodians and teachers know that property should not be moved from one room to another without contacting Mrs. Winkler.

Tamera Winkler
 Property Manager's Signature

[Signature]
 Principal/District Administrator's Signature

Apr 22, 2016
 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: 0311-KHH SCHOOL YEAR: 2015-2016

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 \$ 4432.26.

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

Property Number:	47377	Property Number:	47417
Serial Number:	FL1203	Serial Number:	90WS05045
Model Number:	2	Model Number:	N/A
Description:	Bender	Description:	Handler W/Cylinder Regulator
Acquisition Date:	10/20/1989	Acquisition Date:	01/11/1991
Current Value:	1437.62	Current Value:	814.00
Last seen location:	Bldg:18	Room:10	Last seen location: Bldg:18
			Room:10

P4

P4

Property Number:	81391	Property Number:	11000809
Serial Number:	RT4K004600	Serial Number:	5XTHYN1
Model Number:	Hitachi 235	Model Number:	E6410
Description:	Projector	Description:	Laptop-Dell Latitude E6410
Acquisition Date:	01/13/2005	Acquisition Date:	03/10/2011
Current Value:	1110.00	Current Value:	1070.64
Last seen location:	Bldg:01	Room:164	Last seen location: Bldg:18
			Room:16

P4

P4

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 Cox

 Property Manager's Signature

Angela M. Gentry

 Principal/District Administrator's Signature

Mar 30, 2016

 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: 0341-CHS

SCHOOL YEAR: 2015-2016

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 \$ 1,582.00.

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

Property Number:	53550	Property Number:	85590
Serial Number:	4230798	Serial Number:	2TD1P81
Model Number:	1992	Model Number:	GX520
Description:	Saxophone: Conn	Description:	Chassis/ Dell P4 Computer
Acquisition Date:	05/21/92	Acquisition Date:	11/22/2005
Current Value:	\$750.00	Current Value:	\$832.00
Last seen location:	Bldg: 11 Room: 1114	Last seen location:	Bldg: 03 Room: 320A

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):

Saxophone was wrong the serial #. Instructor must verify serial #s when the instruments are returned.
 Computer was stored in the computer tech room. Property manager and Techs must continue to improve paperwork and communication of where assets are being moved.

Measures being taken to prevent further loss:

Saxophone- Continue to have students use Equipment Check -Out Agreement Forms. Ensure that each instrument is accounted for at the end of the school year. Double check serial #s.
 Computer- was stored in our "computer tech" room. Was probably surveyed out. Continue to improve on paperwork on surveyed items. Also, continue to work on communication of where and when assets are moved.

Josh Freeman 
 Property Manager's Signature


 Principal/District Administrator's Signature

Apr 04, 2016
 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: 2015-2016

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 \$ 1,712.00.

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

Property Number:	87513	Property Number:	91451		
Serial Number:	JGHDY81	Serial Number:	BV2GRB1		
Model Number:	520	Model Number:	520		
Description:	Dell Chassis	Description:	Dell Chassis		
Acquisition Date:	01/26/2006	Acquisition Date:	10/12/2006		
Current Value:	832.00	Current Value:	880.00		
Last seen location:	Bldg:6	Room:611	Last seen location:	Bldg:6	Room:611

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):

Computers were moved into this room once they were surplussed. They were listed on the surplus form to be picked up by property control (surplus form submitted June 29, 2015). It was believed that these computers were picked up sometime in September. It was reported to me that these two computers were not picked up with the others.

Measures being taken to prevent further loss:

Will have system in place where computers placed into this room will be double checked by two separate individuals. When surplussed computers are being picked up, will try to make sure Property manager/head custodian is there to check as computers are leaving room.

Dawn Wolfe
 Property Manager's Signature

Jeff Schriver
 Principal/District Administrator's Signature

Apr 05, 2016
 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: 2015-2016

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 \$ 1806.24.

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

Property Number:	00058150	Property Number:	00064249
Serial Number:	512988	Serial Number:	mx055280
Model Number:	ntsc rev.3	Model Number:	mx1
Description:	Camera: Video Flex Rev 3.0	Description:	Video Mixer
Acquisition Date:	5/11/1995	Acquisition Date:	4/2/1998
Current Value:	999.75	Current Value:	806.49
Last seen location:	Bldg:07 Room:767	Last seen location:	Bldg:03 Room:325

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):

00058150 - Item was kept in a storage room, has since been cleaned up but item can't be located.
 00064249 - Item was replaced by new mixer, Have not been able to find in the storage closet, also new media specialist.

Measures being taken to prevent further loss:

Storage room has since been cleaned up and better inventory measures are in place.
 When replacing equipment, media specialist has identified a location to move old items to and notifies me when this occurs.

Chris Cavella

 Property Manager's Signature
 Submit to
 Principal/District Administrator

Charnell

 Principal/District Administrator's Signature
 Email to
 Property Control

Mar 30,2016

 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: MCE/0381 SCHOOL YEAR: 2015-16

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 \$ 1,813.00.

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

Property Number:	<u>00064260</u>	Property Number:	<u>00083625</u>
Serial Number:	<u>55488</u>	Serial Number:	<u>9JK5P81</u>
Model Number:		Model Number:	
Description:	<u>Scyppaural/visual Processor</u>	Description:	<u>Chassis/Monitor/Keyboard - Dell P4</u>
Acquisition Date:	<u>7/7/06</u>	Acquisition Date:	<u>11/22/05</u>
Current Value:	<u>821.00</u>	Current Value:	<u>992.00</u>
Last seen location:	Bldg: <u>01</u> Room: <u>116</u>	Last seen location:	Bldg: <u>92</u> Room: <u>025A</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: Room:	Last seen location:	Bldg: Room:

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

00064260 ~ Recalled it being loaned to the Jr. High 2014-15
00083625 ~ Not sure when it was exchanged... Always had 3 units.

Measures being taken to prevent further loss:

Current Admin. has located all items on campus + updated TERMS. Have sent out e-mail to staff about procedure for loaning/moving items. Will follow-up w/ staff @ end of year to plan desired moves of equipment to help w/ accountability.

Bill Miller
 Property Manager's Signature

Principal/District Administrator's Signature

5/16/14
 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: 15-16

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 \$ 7432.49.

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

Property Number:	72992	Property Number:	87002
Serial Number:	010416921	Serial Number:	Q1840500480
Model Number:	PG-M10SU	Model Number:	CL2000
Description:	PROJECTOR: SHARP	Description:	RICOH COLOR LASER PRINTER
Acquisition Date:	9/13/2001	Acquisition Date:	8/25/2005
Current Value:	2768.70	Current Value:	995.00
Last seen location:	Bldg:01	Last seen location:	Bldg:01
	Room:064		Room:064

Property Number:	94395	Property Number:	98324
Serial Number:	N/A	Serial Number:	8J5WMH1
Model Number:	PYLE PRO 800	Model Number:	GX755
Description:	SOUND SYSTEM	Description:	C/M/K OPTIPLEX
Acquisition Date:	8/23/2007	Acquisition Date:	11/13/2008
Current Value:	1988.77	Current Value:	880.02
Last seen location:	Bldg:01	Last seen location:	Bldg:01
	Room:148		Room:185

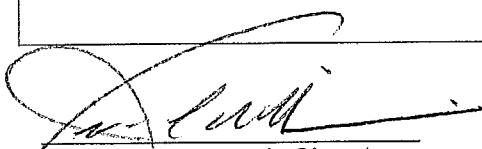
THE FOLLOWING QUESTIONS MUST BE COMPLETED:

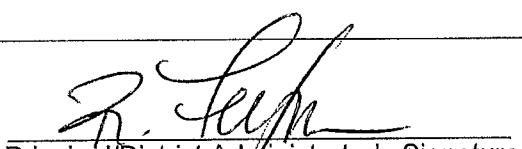
Explanation for missing asset(s):

Some items appear to have been prepped for surplus (72992 and 87002), however they do not appear on any surplus form. 94395 was replaced and after being replaced was removed from the media center without notifying the MHS property administrator. 98324 was removed from the classroom after being replaced and the MHS property administrator was not notified of the move. 72973 was thrown away after it broke and became too expensive to fix.

Measures being taken to prevent further loss:

Ensure surplus items are noted on surplus forms and hopefully district IT personnel will be more communicative when moving equipment.


 Property Manager's Signature
 Submit to
 Principal/District Administrator


 Principal/District Administrator's Signature
 Email to
 Property Control

Apr 11, 2016
 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:	72973		Property Number:		
Serial Number:	2608		Serial Number:		
Model Number:	SUPER SOFTBALL		Model Number:		
Description:	SOFTBALL PITCHING MACHINE		Description:		
Acquisition Date:	2/14/2002		Acquisition Date:		
Current Value:	800		Current Value:		
Last seen location:	Bldg:31	Room:001	Last seen location:	Bldg:	Room:

24

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: 0401-RVE

SCHOOL YEAR: 2014-2015

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 \$ 9,383.00.

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

Property Number:	37346	Property Number:	71158
Serial Number:	5FM04A25207	Serial Number:	810313948
Model Number:	KXE-603-3K	Model Number:	SHPXGNV4U
Description:	typewriter	Description:	projector
Acquisition Date:	2/7/1986	Acquisition Date:	4/30/1999
Current Value:	913.00	Current Value:	3059.00
Last seen location:	Bldg:92 Room:713	Last seen location:	Bldg:92 Room:713

Property Number:	78203	Property Number:	80136
Serial Number:	WR11023669966222	Serial Number:	GYSF730479L
Model Number:	PHILLIPS C SMART	Model Number:	DELL LATITUDE D 800
Description:	PROJECTOR	Description:	LAPTOP
Acquisition Date:	10/24/2002	Acquisition Date:	10/9/2003
Current Value:	1375.00	Current Value:	2018.00
Last seen location:	Bldg:92 Room:713	Last seen location:	Bldg:92 Room:713

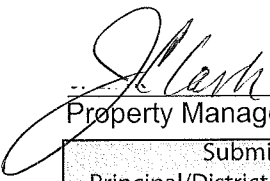
THE FOLLOWING QUESTIONS MUST BE COMPLETED:

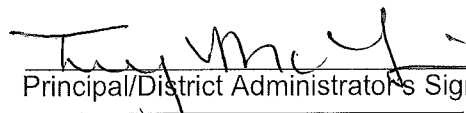
Explanation for missing asset(s):

Item 82101 is not missing and is still in use. A plastic overlay that held the tag and the serial number was broken and inadvertently thrown away. The important, electronic components are functional and used on a daily basis. Portable 713 had been used for many years a storage room for nonfunctional technology items. None of these items worked, nor were they repairable. They were in portable 713 awaiting surplus. This portable was removed from

Measures being taken to prevent further loss:

this campus during the summer when no administrator was on site.
 Currently all surplus materials are stored in a secure building to avoid further misplacement


 Property Manager's Signature
 Submit to
 Principal/District Administrator


 Principal/District Administrator's Signature
 Email to
 Property Control

4/11/2016
 Date

0401-RVE

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:	80145	Property Number:	82101 REMOVED RQ		
Serial Number:	DMQDJ31	Serial Number:			
Model Number:	DELL LATITUDE D 800	Model Number:			
Description:	LAPTOP	Description:			
Acquisition Date:	10/9/2003	Acquisition Date:			
Current Value:	2018.00	Current Value:			
Last seen location:	Bldg:92	Room:713	Last seen location:	Bldg:	Room:

24

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: 0431-RHS SCHOOL YEAR: 2015/2016

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 \$ 754.00.

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

Property Number:	70806	Property Number:	
Serial Number:	401039	Serial Number:	
Model Number:	98/MS201	Model Number:	
Description:	YAMAHA MELLOPHONE	Description:	
Acquisition Date:	05-04-1998	Acquisition Date:	
Current Value:	754.00	Current Value:	
Last seen location:	Bldg: 08	Room: 814	Last seen location: Bldg: Room:

21

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):

Accountability for the band instrument was not evident. There was no equipment check out sheet for this instrument, therefore no way to determine how the instrument came up missing.

Measures being taken to prevent further loss:

Discussed with the band director on how to increase accountability of all band equipment. The band director will now ensure that all band equipment has an equipment check out sheet filled out by the student and signed by the parent/guardian. The equipment check out sheet will be updated as the situation dictates.

Christopher Daly

 Property Manager's Signature

Deborah L. Segreto Digitally signed by Deborah L. Segreto
Date: 2016.04.22 11:17:40 -04'00'

 Principal/District Administrator's Signature

Apr 22, 2016

 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: 0481-LAJ SCHOOL YEAR: 2015-2016

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 \$ 6228.83.

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

Property Number:	36763	Property Number:	73905
Serial Number:	2795	Serial Number:	003421
Model Number:	1984	Model Number:	YHR668N
Description:	tuba: yamaha w/case	Description:	french horn: double - yamaha w/case
Acquisition Date:	11/15/1984	Acquisition Date:	09/11/2003
Current Value:	1348.00	Current Value:	2289.00
Last seen location:	Bldg: 02	Room: 216	Last seen location: Bldg: 02
			Room: 216

Property Number:	86854	Property Number:	13100352
Serial Number:	n/a	Serial Number:	BQWW9W1
Model Number:	n/a	Model Number:	E6430
Description:	bubble column 2m	Description:	laptop: dell latitude E6430
Acquisition Date:	09/13/2006	Acquisition Date:	01/17/2013
Current Value:	1457.13	Current Value:	1134.70
Last seen location:	Bldg: 08	Room: 8031	Last seen location: Bldg: 06
			Room: 613

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Item #86854 was accidentally broken and disposed of. Items #36763 and #73905 have never been seen by our current band instructor. Item #13100352 was being used by our webmaster who transferred out of district (there was no check-out agreement on file w/ the previous property manager).

Measures being taken to prevent further loss:

Our new property manager will conduct biannual property checks and require check-out agreements to remain on file for all property that leaves campus.

Rodney Ivey II

Property Manager's Signature

Submit to
Principal/District Administrator

Becky Murphy

Principal/District Administrator's Signature

Email to
Property Control

Mar 24, 2016

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: 0491-WES SCHOOL YEAR: 2015-16

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 \$ 9,296.89.

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

Property Number:	82789	Property Number:	82758
Serial Number:	51NF071	Serial Number:	JMMHG51
Model Number:	Dell Latitude D505	Model Number:	Dell GX270 P4
Description:	Dell Laptop Computer	Description:	Dell P4 Computer
Acquisition Date:	4-14-05	Acquisition Date:	9-9-04
Current Value:	\$1497.87	Current Value:	\$832.00
Last seen location:	Bldg: 01	Room: 133	Last seen location: Bldg: 92
			Room: 037

p4

p4

Property Number:	94008	Property Number:	84021
Serial Number:	NA	Serial Number:	8W7KV71
Model Number:	UT3084SEB	Model Number:	Dell GX280 P4
Description:	Stainless Steel Table w/Shelf/Draw	Description:	Dell P4 Computer
Acquisition Date:	6-14-07	Acquisition Date:	8-11-05
Current Value:	\$975	Current Value:	\$790.00
Last seen location:	Bldg: 02	Room: 219	Last seen location: Bldg: 92
			Room: 040

p4

p4

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Based upon records, some of the computers were documented as being surveyed or replaced per an Issue Trak.

Measures being taken to prevent further loss:

Since we now have a new IT specialist, we have conferenced on the correct protocol for moving an item.

Angela Johnson
 Property Manager's Signature

Submit to
Principal/District Administrator

Heather Teto
 Principal/District Administrator's Signature

Email to
Property Control

Mar 31, 2016
 Date

0491-WES

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:	66097	Property Number:	89743
Serial Number:	XA83612BD2H	Serial Number:	4J33XC1
Model Number:	233	Model Number:	Optiplex 745
Description:	PowerMac Apple Computer	Description:	Dell Pen-D Computer
Acquisition Date:	8-19-98	Acquisition Date:	5-24-07
Current Value:	\$1562.00	Current Value:	\$880.00
Last seen location:	Bldg: 92 Room: 068	Last seen location:	Bldg:92 Room: 068

P4

P4

Property Number:	81722	Property Number:	93327
Serial Number:	3YFFS21	Serial Number:	18CPMF1
Model Number:	Dell M5200N	Model Number:	Optiplex 755
Description:	Printer Workgroup Laser Computer	Description:	Dell Computer
Acquisition Date:	5-27-04	Acquisition Date:	2-28-08
Current Value:	\$1090.00	Current Value:	\$880.02
Last seen location:	Bldg: 92 Room:068	Last seen location:	Bldg: 92 Room:068

P4

P4

Property Number:	84030	Property Number:	
Serial Number:	8X7KV71	Serial Number:	
Model Number:	Dell GX280 P4	Model Number:	
Description:	Dell P4 Computer	Description:	
Acquisition Date:	8-11-05	Acquisition Date:	
Current Value:	\$790.00	Current Value:	
Last seen location:	Bldg: 92 Room: 068	Last seen location:	Bldg: Room:

P4

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: 0521-FIE SCHOOL YEAR: 2015-2016

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 \$ 1070.64.

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

Property Number:	10011523	Property Number:	
Serial Number:	3GMWZK1	Serial Number:	
Model Number:	Latitude E6400	Model Number:	
Description:	Laptop	Description:	
Acquisition Date:	10222009	Acquisition Date:	
Current Value:	1070.64	Current Value:	
Last seen location:	Bldg: 91 Room: 813	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:

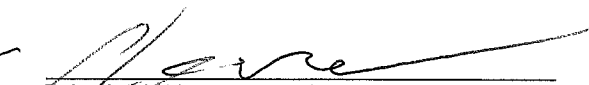
Explanation for missing asset(s):

I was not able to locate the listed item when taking over as property manager at FIE in June 2016. Notes indicate property 10011523 was marked for surplus and moved to the surplus storage, but it was not in the surplus room. It may have been picked up by property control and not removed from TERMS. The item was not working when last seen.

Measures being taken to prevent further loss:

Continue to use check out sheets and submit to the property manager for approval. Also, make sure equipment transfer forms are completed when moving property. Inventory of laptops will be conducted each semester.


 Property Manager's Signature


 Principal/District Administrator's Signature

9/14/16
 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: 0531-TBE SCHOOL YEAR: 2015-2016

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 \$ 10701.47

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

Property Number:	09000472	Property Number:	88174
Serial Number:	BM43PH1	Serial Number:	J302598
Model Number:	E6400	Model Number:	5001
Description:	LAPTOP: DELL LATITUDE E6400	Description:	Sure Hands Lift: Mobile without Scal
Acquisition Date:	11/25/2008	Acquisition Date:	06/28/2006
Current Value:	1177.57	Current Value:	6609.00
Last seen location:	Bldg:01 Room:111	Last seen location:	Bldg:01 Room:304

Property Number:	65950	Property Number:	65942
Serial Number:	200051AA	Serial Number:	NA
Model Number:	R503	Model Number:	4542P
Description:	CHAIR HIGH BACK MOBILE	Description:	SEAT: FEEDER XL MOBILE
Acquisition Date:	06/29/2000	Acquisition Date:	06/29/2000
Current Value:	770.00	Current Value:	839.90
Last seen location:	Bldg:01 Room:304	Last seen location:	Bldg:91 Room:100

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

The remaining missing assets have not been located as InD items have been moved around as students move in and out of classes. I will continue to search for these items with the assistance of InD teachers and therapists who rotate to various campuses.

Measures being taken to prevent further loss:

I will continue to search for these items with the assistance of InD teachers and therapists who rotate to various campuses.

[Signature]
 Property Manager's Signature

[Signature] 4/26/16
 Principal/District Administrator's Signature

4/20/16
 Date

Submit to
 Principal/District Administrator

Email to
 Property Control

0531-TBE

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:	66156	Property Number:	
Serial Number:	BZ 43D1596	Serial Number:	
Model Number:	E40	Model Number:	
Description:	SUPINE BOARD	Description:	
Acquisition Date:	05/20/1999	Acquisition Date:	
Current Value:	1305.00	Current Value:	
Last seen location:	Bldg: 91 Room: 100	Last seen location:	Bldg: Room:

Property Number:		Property Number:	00066156
Serial Number:		Serial Number:	BZ43D1596
Model Number:		Model Number:	E40
Description:		Description:	BOARD: SUPINE E40 RIFTON
Acquisition Date:		Acquisition Date:	05/20/1999
Current Value:		Current Value:	1305.00
Last seen location:	Bldg: Room:	Last seen location:	Bldg:91 Room:100

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: 0541-ROE SCHOOL YEAR: 2015-2016

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 \$ 1206.73.

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

Property Number:	00095596	Property Number:	
Serial Number:	11TN9G1	Serial Number:	
Model Number:	D830	Model Number:	
Description:	Laptop-Dell Latitude 830	Description:	
Acquisition Date:	05/22/2008	Acquisition Date:	
Current Value:	\$1,206.73	Current Value:	
Last seen location:	Bldg:01	Room:134	Last seen location: Bldg: Room:

p1

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 laptop no longer worked and was moved to 134 for surplus.
 During the property inspection, it was no longer on the surplus room

Measures being taken to prevent further loss:

Carefully monitor surplus room

Connie Archibald

 Property Manager's Signature

Joyce Orsi
Digitally signed by Joyce Orsi
 Date: 2016.03.29 09:04:01 -0400

 Principal/District Administrator's Signature

Mar 29, 2016

 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: 2015-2016

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 \$ 8109.29.

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

Property Number:	00097626	Property Number:	00089580
Serial Number:	DLJKJH1	Serial Number:	C02DGC1
Model Number:	OPTIPLEX 755	Model Number:	D820
Description:	C/M/K Dell	Description:	LAPTOP Latitude D820 Dell
Acquisition Date:	11/13/2008	Acquisition Date:	02222007
Current Value:	880.02	Current Value:	1349.00
Last seen location:	Bldg:01 Room:226	Last seen location:	Bldg:01 Room:015

Property Number:	00098086	Property Number:	10000014
Serial Number:	2VCNMH1	Serial Number:	3808
Model Number:	GX755	Model Number:	5003144
Description:	C/M/K Dell Optiplex	Description:	PA Sys. 4B Dual Hdst Long Ranger
Acquisition Date:	11132008	Acquisition Date:	08272009
Current Value:	880.02	Current Value:	2350.25
Last seen location:	Bldg:01 Room:290	Last seen location:	Bldg:02 Room:240

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

Following multiple extensive searches on this campus none of these items were able to be located.

Measures being taken to prevent further loss:

Following our thorough inventory we reorganized items such as laptops in secured, labeled locations. We have been conducting an on-going purge of broken or non-used items in order to get them off our inventory as these are the types of items that tend to be discarded/misplaced. We are attempting to work more closely with IT so that computers that are removed and replaced are recorded and removed from our inventory.


 Property Manager's Signature


 Principal/District Administrator's Signature

4/28/16
 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:	00079283		Property Number:		
Serial Number:	18665		Serial Number:		
Model Number:	YAMAHA YBS 52		Model Number:		
Description:	Saxophone-Baritone		Description:		
Acquisition Date:	08142003		Acquisition Date:		
Current Value:	2650.00		Current Value:		
Last seen location:	Bldg:02	Room:244	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: 0601 Coppergate Elementary

SCHOOL YEAR: 2015-2016

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 \$ 2045.48.

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

Property Number:	94876	Property Number:	10011694
Serial Number:	9W8V5D1	Serial Number:	GZNV5L1
Model Number:	Optiplex 745	Model Number:	E6400
Description:	C/M/K Dell	Description:	Dell Latitude Laptop
Acquisition Date:	12/17/09 09/27/2007	Acquisition Date:	12/17/09
Current Value:	880.00	Current Value:	1165.48
Last seen location:	Bldg:01 Room:136	Last seen location:	Bldg:01 Room:316

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 items were accounted for last year with a different property manager. This was my first year taking over property at CGE, and neither item was in its designated spot. A teacher leader and I personally walked through every room on campus, touched every asset, with the goal of finding these missing items. Neither was found.

Measures being taken to prevent further loss:

Coppergate has had quite a bit of theft, historically. I'm not sure that anyone has been identified as the "suspect" so to speak. But over the years, it is my understanding that items go "missing" at CGE. Moving forward, I am working closely with teachers and staff to prevent further loss. No items are moved or relocated without going through me, and we have a specific storage space for extra or surplus items. Doors are locked when no one is in the room, and we keep close watch.

Heather Roche

 Property Manager's Signature

Amy Dyal

 Principal/District Administrator's Signature

Mar 31, 2016

 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: 0621 OVE SCHOOL YEAR: 2015-16

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 \$ \$ 10,190.00.

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

Property Number:	<u>96257</u>	Property Number:	<u>97340</u>
Serial Number:	<u>L3784900358</u>	Serial Number:	<u>70720189</u>
Model Number:	<u>AFICIO-MP3000SPF</u>	Model Number:	<u>A-M400</u>
Description:	<u>COPIER</u>	Description:	<u>VARIQUEST-AWARD MKR</u>
Acquisition Date:	<u>5/22/2008</u>	Acquisition Date:	<u>7/24/2008</u>
Current Value:	<u>\$ 7695.00</u>	Current Value:	<u>\$ 2495.00</u>
Last seen location:	Bldg: <u>01</u> Room: <u>102</u>	Last seen location:	Bldg: <u>01</u> Room: <u>203</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: Room:	Last seen location:	Bldg: Room:

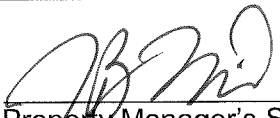
THE FOLLOWING QUESTIONS MUST BE COMPLETED:


Explanation for missing asset(s):

Variquest transferred or lost before 10/2013. Copier lease renewal before 10/2013. Assets are not on campus.

Measures being taken to prevent further loss:

Current copiers and Award maker devices have a permanent location. Items verified at minimum yearly, frequently, quarterly.


 Property Manager's Signature


 Principal/District Administrator's Signature

4-8-16
 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: 0631-SLE SCHOOL YEAR: 2015-2016

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 \$ 1,713.77.

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

Property Number:	96720	Property Number:	95668
Serial Number:	7HBZTG1	Serial Number:	83947
Model Number:	OPTIPLEX 755	Model Number:	GVS17
Description:	Chassis-Dell	Description:	Machine: 17" Floor w/Pad Holder
Acquisition Date:	08/14/2008	Acquisition Date:	09/11/2008
Current Value:	\$880.02	Current Value:	\$ 833.75
Last seen location:	Bldg: 1 Room: 514 ^{gt}	Last seen location:	Bldg: 1 Room: 121 ^{gt}

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:

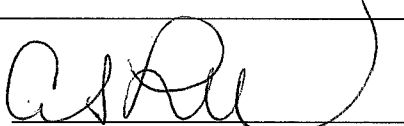
THE FOLLOWING QUESTIONS MUST BE COMPLETED:


Explanation for missing asset(s):

Property number 96720 was stored in Rm. 514 for repair or survey. However, the hard drive was not in the room during inventory. Email trail indicates that the hard drive was not in working order.
 Property number 95668 was sent in for repair (work order completed on 1/6/2015). However, our Head Custodian said the floor buffer was not returned to SLE.

Measures being taken to prevent further loss:

Each item on the property inventory was accounted for. We are continuing to survey broken items to ensure the accuracy of our property inventory. New property inventory sheets have been printed and placed in each room.


 Property Manager's Signature


 Principal/District Administrator's Signature

3-28-16
 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: 0651-POE SCHOOL YEAR: 2015-2016

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.

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

Property Number:	90617	Property Number:	
Serial Number:	FXYQ9B1	Serial Number:	
Model Number:	GX520	Model Number:	
Description:	Dell Chassis/Monitor/Keyboard	Description:	
Acquisition Date:	08/24/2006	Acquisition Date:	
Current Value:	\$880	Current Value:	
Last seen location:	Bldg:01	Room:130	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 computer was last seen in Mr. Brown's office (RM 130). He believes the former tech specialist (before Ronald Wheeler) removed it from POE's campus.

Measures being taken to prevent further loss:

Request that tech specialists communicate with administration when removing items from campus.

Corrie Voytko

 Property Manager's Signature

Submit to
 Principal/District Administrator

Jennifer Roach

 Principal/District Administrator's Signature

Email to
 Property Control

Mar 31, 2016

 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: 0661-OHS SCHOOL YEAR: 2015-2016

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 \$ 1789.53.

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

Property Number:	84159	Property Number:	
Serial Number:	HJ75D71	Serial Number:	
Model Number:	Dell Latitude 810	Model Number:	
Description:	Laptop: Latitude-Dell	Description:	
Acquisition Date:	04282005	Acquisition Date:	
Current Value:	1789.53	Current Value:	
Last seen location:	Bldg:01	Room:171	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 laptop has not been seen since 12/06/2010 when it was issued to Ed Paulk per the note in TERMS.

Measures being taken to prevent further loss:

Keeping careful records and updating TERMS promptly.

Amanda Stilianou

 Property Manager's Signature

Submit to
Principal/District Administrator

Treasure Pickett

 Principal/District Administrator's Signature

Email to
Property Control

Mar 21, 2016

 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: 9005-ESE SCHOOL YEAR: 2015-2016

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 \$ 925.67.

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

Property Number:	00088079	Property Number:	
Serial Number:	L052562/L050676	Serial Number:	
Model Number:	PE723A	Model Number:	
Description:	System:Toteable Soundfield	Description:	
Acquisition Date:	11/09/2006	Acquisition Date:	
Current Value:	925.67	Current Value:	
Last seen location:	Bldg: 01 Room: 106	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):

Item used with students and multiple staff members to provide audio for students during instructional time. Inadequate care and tracking may have contributed to item being missing.

Measures being taken to prevent further loss:

Property procedures have been reviewed with all personnel having access to this equipment.


 Property Manager's Signature


 Principal/District Administrator's Signature

Apr 27, 2016
 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: 9040/Information and Technology SCHOOL YEAR: 2015/16

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 \$ 800.00.

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

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:	

Property Number:		Property Number:	12000321
Serial Number:		Serial Number:	H01390GPHS6
Model Number:		Model Number:	ZOMXILL/A
Description:		Description:	APPLE IMAC 20 inch desktop
Acquisition Date:		Acquisition Date:	11/30/2011
Current Value:		Current Value:	\$800.00
Last seen location:	Bldg:	Room:	
	Bldg:2	Room:16	

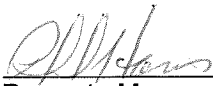
THE FOLLOWING QUESTIONS MUST BE COMPLETED:

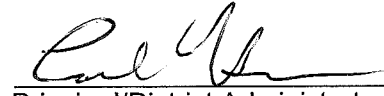
Explanation for missing asset(s):

Items came up missing from latest inventory, items were moved without proper paperwork and laptops were kept in an unsecured area and not used for a long period of time.

Measures being taken to prevent further loss:

emphasis the importance of completing the correct paperwork in a timely fashion before any action to remove capitalized assets from any room or building.


 Property Manager's Signature


 Principal/District Administrator's Signature

5/4/16
 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: 9060-HUMAN RESOURCES

SCHOOL YEAR: 2015-2016

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 \$ 1177.57.

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

Property Number:	09000129	Property Number:	
Serial Number:	HNC2PH1	Serial Number:	
Model Number:	E6400	Model Number:	
Description:	Dell laptop	Description:	
Acquisition Date:	11/25/2008	Acquisition Date:	
Current Value:	\$1177.57	Current Value:	
Last seen location:	Bldg:03	Room:107	21

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:	

THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):

This laptop was sent to Information Services to update along with three others. Only 2 laptops were returned. We were told IS was going to keep this and inventory it out but apparently IS did not do this. The laptop could not be fixed.

Measures being taken to prevent further loss:

I have instructed the Personnel Assistants in HR NOT to let IS take our laptops anymore without first notifying me of all of the Property numbers.

Marilyn T. Ware

 Property Manager's Signature

David Brodeur

 Principal/District Administrator's Signature

Apr 27, 2016

 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: 9113 TTC SCHOOL YEAR: 2015/16

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 \$ 3,474.62

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

Property Number:	82Z90	Property Number:	91586
Serial Number:	N/A	Serial Number:	21ROF1
Model Number:	DEMCO 14102520	Model Number:	D830
Description:	Cabinet Contract Media (8 drawer)	Description:	Dell Latitude D830 Laptop
Acquisition Date:	5/27/2004	Acquisition Date:	12/12/2007
Current Value:	\$959.50	Current Value:	\$1444.48
Last seen location:	Bldg:10 Room:1003	Last seen location:	Bldg:10 Room:1003

Property Number:	10001625	Property Number:	
Serial Number:	7W4G1M1	Serial Number:	
Model Number:	E6410	Model Number:	
Description:	Dell Latitude E6400 Laptop	Description:	
Acquisition Date:	5/27/2010	Acquisition Date:	
Current Value:	1070.64	Current Value:	
Last seen location:	Bldg:10 Room:1003	Last seen location:	Bldg: Room:


THE FOLLOWING QUESTIONS MUST BE COMPLETED:

Explanation for missing asset(s):


Items came up missing from latest inventory, items were moved without proper paperwork and laptops were kept in an unsecured area and not used for a long period of time.

Measures being taken to prevent further loss:

emphasis the importance of completing the correct paperwork in a timely fashion before any action to remove capitalized assets from any room or building.



 Property Manager's Signature



 Principal/District Administrator's Signature

5/4/16

 Date