

**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: 2013-2014

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 \$ 1165.48.

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

<b>Property Number:</b>	10011710	<b>Property Number:</b>	
<b>Serial Number:</b>	HOPV5L1	<b>Serial Number:</b>	
<b>Model Number:</b>	E6400	<b>Model Number:</b>	
<b>Description:</b>	Laptop- Dell Latitude E6400	<b>Description:</b>	
<b>Acquisition Date:</b>	12.17.2009	<b>Acquisition Date:</b>	
<b>Current Value:</b>	1165.48	<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg:01	Room:015B	<b>Last seen location:</b> Bldg: Room:

D4

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

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

One laptop is missing from a cart in room 15B.

Measures being taken to prevent further loss:

All laptops are locked up inside a cart and inventoried by anyone who borrows the cart for classroom instruction. We had a series of break-ins early in the school year, but it is impossible to say if this particular item was stolen then with any certainty. We cannot verify it was missing before the time of our property audit, so we will just have a "strong suspicion" that this is related to the missing items from our series of break-ins.

Jennifer Halter  
 \_\_\_\_\_  
 Property Manager's Signature

Jeff Umbaugh  
Digitally signed by Jeff Umbaugh  
 DN: cn=Jeff Umbaugh, o=CCS, ou=CCS, email=jumbaug@clay.k12.ga.us  
 \_\_\_\_\_  
 Principal/District Administrator's Signature

Apr 17, 2014  
 \_\_\_\_\_  
 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: 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 \$ 4885.07.

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

Property Number:	58696	Property Number:	85492
Serial Number:	38071	Serial Number:	BRPFTB1
Model Number:	ST 49 Bass	Model Number:	D820
Description:	Xylophone	Description:	DELL LAPTOP
Acquisition Date:	4/10/95	Acquisition Date:	10/12/06
Current Value:	881.25	Current Value:	1349.00
Last seen location:	Bldg:92 Room:506	Last seen location:	Bldg:92 Room:31

Property Number:	86706	Property Number:	86707
Serial Number:	HLVKZ81	Serial Number:	BMVKZ81
Model Number:	D510	Model Number:	D510
Description:	DELL LAPTOP	Description:	DELL LAPTOP
Acquisition Date:	1/26/06	Acquisition Date:	1/26/06
Current Value:	1327.41	Current Value:	1327.41
Last seen location:	Bldg:92 Room:42	Last seen location:	Bldg:01 Room:102

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

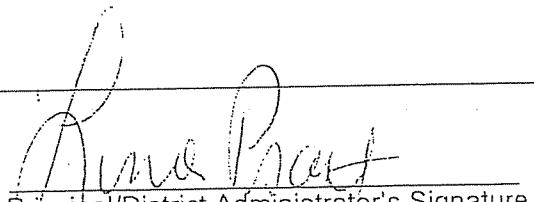
ITEMS WERE NOT FOUND DURING PROPERTY AUDIT.

Measures being taken to prevent further loss:

ENSURE CUSTODIANS AND TEACHERS ARE NOT MOVING PROPERTY WITHOUT PRIOR APPROVAL.

  
 Property Manager's Signature

Submit to  
 Principal/District Administrator

  
 Principal/District Administrator's Signature

Email to  
 Property Control

May 01, 2014  
 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: 0241-WEC

SCHOOL YEAR: 2013-2014

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 \$ 1210.00.

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

<b>Property Number:</b>	80612	<b>Property Number:</b>	
Serial Number:	503691	Serial Number:	
Model Number:	FCSVDOA	Model Number:	
Description:	mixer	Description:	
Acquisition Date:	04/22/2004	Acquisition Date:	
Current Value:	1210.00	Current Value:	
Last seen location:	Bldg: 03	Room: 055	Last seen location: Bldg: Room:

P4

<b>Property Number:</b>		<b>Property Number:</b>	
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:**

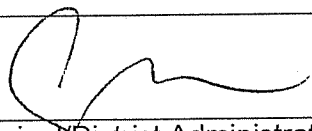
Explanation for missing asset(s):

While surveying a huge amount of items that were not being used for tv production, this item was missed by the media tech.

Measures being taken to prevent further loss:

All surveyed items are now being double checked prior to pick up by property manager.

  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

4/17/14  
 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: 0252-OPH SCHOOL YEAR: 2013-2014

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 \$ 7,222.10.

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

<b>Property Number:</b>	58256	<b>Property Number:</b>	72207
Serial Number:	NA	Serial Number:	NA
Model Number:	NA	Model Number:	BLH - 5
Description:	Cabinet Hot Hand lift w/ dol	Description:	Hot Food Serving w. Access
Acquisition Date:	12/17/1993	Acquisition Date:	09/14/2000
Current Value:	\$761.10	Current Value:	\$3665.00
Last seen location:	Bldg: 10      Room: 128	Last seen location:	Bldg: 10      Room: 128

D4

D4

<b>Property Number:</b>	73174	<b>Property Number:</b>	
Serial Number:	006316981	Serial Number:	
Model Number:	PG - 120U	Model Number:	
Description:	Sharp Projector	Description:	
Acquisition Date:	09/14/2000	Acquisition Date:	
Current Value:	\$2796.00	Current Value:	
Last seen location:	Bldg: 12      Room: 105	Last seen location:	Bldg:      Room:

D4

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

Orange Park High School regretfully reports that we have have three items still on the missing list for the 2013-14 school year. The original cost of the these items totals \$7,22.10. Each item is listed on the above form as well as information regarding the item. The loss is due to negligence on our part on proper transferring procedures.

Measures being taken to prevent further loss:

We are making strides to improve in this area. I will be speaking with our cafeteria manager in order to better ensure our equipment that is transported between schools as well as equipment that is transferred. I will also again speak with teachers at the end of the school year as well as the beginning to reminding them that all property must come through my office prior to being moved both on and off campus.

Clayton Anderson  
 \_\_\_\_\_  
 Property Manager's Signature

Treasure Pickett  
 \_\_\_\_\_  
 Principal/District Administrator's Signature

Apr 21, 2014  
 \_\_\_\_\_  
 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: 0301-KHE SCHOOL YEAR: 2013-2014

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 \$ 2,373.00.

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

Property Number:	00071012	Property Number:	
Serial Number:	ANZDK30074	Serial Number:	
Model Number:	K30074	Model Number:	
Description:	Sound System Audiocentric	Description:	
Acquisition Date:	05/07/99	Acquisition Date:	
Current Value:	\$ 2,373.00 (K9)	Current Value:	
Last seen location:	Bldg: 09 Room: 908	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):

This item was an old sound system that was taken apart to be used to create a portable sound system. This item was last seen on January 8, 2013.

Measures being taken to prevent further loss:

When items are not being utilized at the school, we will no longer store them at the school. Instead, we will submit them to be surplus.

*Evin Chia*

Property Manager's Signature

Submit to:  
Principal/District Administrator

*[Signature]*

Principal/District Administrator's Signature

Email to:  
Property Control

4/17/14  
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: 2013-2014

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 \$ 5,613.59.

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

<b>Property Number:</b>	00012325	<b>Property Number:</b>	00069354
Serial Number:	N/A	Serial Number:	N/A
Model Number:	N/A	Model Number:	7450EZ
Description:	Table:Utility serving	Description:	Module:Groweather STD. w/tripod
Acquisition Date:	10/14/1974	Acquisition Date:	09/09/1999
Current Value:	855.19	Current Value:	1395.00
Last seen location:	Bldg:05      Room:517	Last seen location:	Bldg:92      Room:90

D4

D4

<b>Property Number:</b>	00069357	<b>Property Number:</b>	00075125
Serial Number:	N/A	Serial Number:	0059
Model Number:	CAT# 916405	Model Number:	300-D
Description:	Module:Aquaculture	Description:	Mower:Diesel Triplex Lesco
Acquisition Date:	08/05/1999	Acquisition Date:	02/14/2002
Current Value:	2363.40	Current Value:	1000.00
Last seen location:	Bldg:92      Room:90	Last seen location:	Bldg:30      Room:01

D4

D4

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

The reason for the missing items in this report is that the items were not tracked properly through terms and the survey form system.

Measures being taken to prevent further loss:

Teachers and staff have been informed that if any piece of property is replaced or missing from their classroom or office for any reason to report the change to the school's property manager.

Brian Cox  
 \_\_\_\_\_  
 Property Manager's Signature

Susan H. Sailor  
Digitally signed by Susan H. Sailor  
 \_\_\_\_\_  
 Principal/District Administrator's Signature

Apr 28, 2014  
 \_\_\_\_\_  
 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: 0351-LJH SCHOOL YEAR: 2013-2014

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 \$ 1,872.30.

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

<b>Property Number:</b>	89804	<b>Property Number:</b>	95868
<b>Serial Number:</b>	GM9G62A222F	<b>Serial Number:</b>	N/A
<b>Model Number:</b>	EMP-S3	<b>Model Number:</b>	BRG16X160TC
<b>Description:</b>	Epson LCD Projector	<b>Description:</b>	Multi-Color Indoor Message Display
<b>Acquisition Date:</b>	05/25/2006	<b>Acquisition Date:</b>	06/12/2008
<b>Current Value:</b>	\$ 909.00	<b>Current Value:</b>	\$ 963.30
<b>Last seen location:</b>	Bldg: 01    Room: 009	<b>Last seen location:</b>	Bldg: 05    Room: 116

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

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

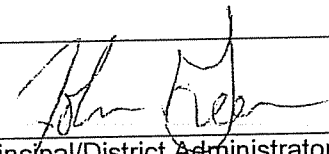
Explanation for missing asset(s):

After a thorough search, we have been unable to locate the two missing items. We believe the 2 items may have been mistakenly moved last summer as several teachers' classrooms were being relocated.

Measures being taken to prevent further loss:

We will continue to train and educate our staff on the proper procedures for relocating and transferring property assets within the school.

  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

Apr 16, 2014  
 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: 0361

SCHOOL YEAR: 2013-2014

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 \$ 909.00.

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

<b>Property Number:</b>	85400	<b>Property Number:</b>	
Serial Number:	GM9G61C635F	Serial Number:	
Model Number:	S3	Model Number:	
Description:	Projector-Powerlite LCD -Epson	Description:	
Acquisition Date:	05/25/2006	Acquisition Date:	
Current Value:	\$909.00	Current Value:	
Last seen location:	Bldg:03      Room:303	Last seen location:	Bldg:      Room:

D4

<b>Property Number:</b>		<b>Property Number:</b>	
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:

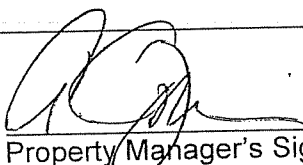
**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

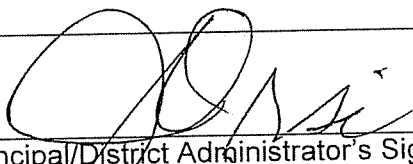
Explanation for missing asset(s):

We had our classrooms enhanced and realized it was missing when performing our fall inventory.

Measures being taken to prevent further loss:

The tech specialist is maintaining a log with property and where it is located.

  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

Apr 17, 2014  
 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: 2013-2014

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)

<b>Property Number:</b>	09000036	<b>Property Number:</b>	
Serial Number:	7X43PH1	Serial Number:	
Model Number:	E6400	Model Number:	
Description:	DELL laptop	Description:	
Acquisition Date:	12/18/08	Acquisition Date:	
Current Value:	\$1177.57	Current Value:	
Last seen location:	Bldg: 01      Room: 148	Last seen location:	Bldg:      Room:

D4

<b>Property Number:</b>		<b>Property Number:</b>	
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:

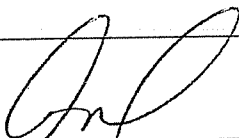
**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

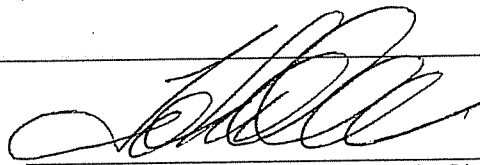
These items were moved without permission and paperwork.

Measures being taken to prevent further loss:

A property check is being done quarterly, forms are being sent to the property manager only, all property is remaining in the original location without approval, and only the property manger is moving items from the classroom/office.



Property Manager's Signature



Principal/District Administrator's Signature

4/24/14

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: 0401

SCHOOL YEAR: 2013/2014

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 \$ 909.00.

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

<b>Property Number:</b>	00089425	<b>Property Number:</b>	
<b>Serial Number:</b>	GM9G61A080F	<b>Serial Number:</b>	
<b>Model Number:</b>	S3	<b>Model Number:</b>	
<b>Description:</b>	EPSON PROJECTOR	<b>Description:</b>	
<b>Acquisition Date:</b>	5/25/2006	<b>Acquisition Date:</b>	
<b>Current Value:</b>	909.00	<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg:92	Room:752	<b>Last seen location:</b> Bldg: Room:

D4

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

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

PORTABLE MOVED OFF CAMPUS DURING SUMMER OF 2013. PROJECTOR REMOVED BUT REMAINS UNACCOUNTED FOR.

Measures being taken to prevent further loss:

BE PRESENT WHEN PORTABLES REMOVED.

Judith McHugh-Clark  
 Property Manager's Signature

Submit to  
 Principal/District Administrator

Dana Archibald  
 Principal/District Administrator's Signature

Email to  
 Property Control

Dec 10, 2013  
 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: 0431-RHS

SCHOOL YEAR: 2013-2014

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 \$ 67,526.45.

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

<b>Property Number:</b>	7760	<b>Property Number:</b>	7761
<b>Serial Number:</b>	na	<b>Serial Number:</b>	na
<b>Model Number:</b>	na	<b>Model Number:</b>	na
<b>Description:</b>	12 section study carrel	<b>Description:</b>	9 section study carrel
<b>Acquisition Date:</b>	11/9/1970	<b>Acquisition Date:</b>	11/9/1970
<b>Current Value:</b>	1293.00	<b>Current Value:</b>	969.75
<b>Last seen location:</b>	Bldg:92      Room:06	<b>Last seen location:</b>	Bldg:92      Room:06

D4

D4

<b>Property Number:</b>	41870	<b>Property Number:</b>	55527
<b>Serial Number:</b>	02C132600	<b>Serial Number:</b>	3128JG6CBY
<b>Model Number:</b>	88	<b>Model Number:</b>	33481A
<b>Description:</b>	Xerox Memory Writer:Typewriter	<b>Description:</b>	HP Laser Jet Printer
<b>Acquisition Date:</b>	10/11/1988	<b>Acquisition Date:</b>	5/20/1993
<b>Current Value:</b>	760.00	<b>Current Value:</b>	966.45
<b>Last seen location:</b>	Bldg:01      Room:110B	<b>Last seen location:</b>	Bldg:92      Room:025

D4

D4

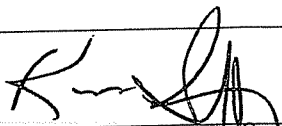
**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

Please see attached spread sheet for explanation of each item.

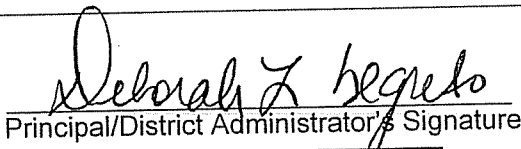
Measures being taken to prevent further loss:

We are a new administration, we will do a much better job keeping track of items in years to come. This year was a 100% inventory and we will improve as we go. We will be more diligent with items as they are inventoried. We will also be updating current locations of all items we have put our eyes on for future audits.



Property Manager's Signature

Submit to  
Principal/District Administrator



Principal/District Administrator's Signature

Email to  
Property Control

Apr 23, 2014

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)

<b>Property Number:</b>	55621	<b>Property Number:</b>	55691
Serial Number:	4101115	Serial Number:	na
Model Number:	95	Model Number:	na
Description:	Observation system	Description:	Sunkist Unit Inline 6ft.
Acquisition Date:	4/19/1995	Acquisition Date:	4/19/1995
Current Value:	799.00	Current Value:	3885.00
Last seen location:	Bldg:10	Room:004	Last seen location: Bldg:06
			Room:690B

<b>Property Number:</b>	57691	<b>Property Number:</b>	57692
Serial Number:	57691	Serial Number:	na
Model Number:	na	Model Number:	na
Description:	Jaeger Module/ Pneumatic	Description:	Jaeger Module/ Elect. Pneumatic
Acquisition Date:	11/4/1994	Acquisition Date:	11/4/1994
Current Value:	1270.00	Current Value:	1365.00
Last seen location:	Bldg:10	Room:004	Last seen location: Bldg:10
			Room:004

<b>Property Number:</b>	64026	<b>Property Number:</b>	69597
Serial Number:	na	Serial Number:	1TG727040
Model Number:	96	Model Number:	C1302A
Description:	US Telcom Phone Master	Description:	HP Scan Jet Scanner
Acquisition Date:	11/14/1996	Acquisition Date:	1/13/1998
Current Value:	2256.25	Current Value:	2180.24
Last seen location:	Bldg:01	Room:115	Last seen location: Bldg:10
			Room:004

<b>Property Number:</b>	70812	<b>Property Number:</b>	70987
Serial Number:	401104	Serial Number:	9A78020023
Model Number:	98/MS201	Model Number:	98/9950
Description:	Yamaha Melophone	Description:	Savin Digital Copier with sorter
Acquisition Date:	4/4/1998	Acquisition Date:	6/16/1998
Current Value:	754.00	Current Value:	8646.96
Last seen location:	Bldg:08	Room:814	Last seen location: Bldg:01
			Room:142

<b>Property Number:</b>	71347	<b>Property Number:</b>	72218
Serial Number:	na	Serial Number:	na
Model Number:	98 HI-LO	Model Number:	BLM-1
Description:	Hi-Lo treatment table	Description:	Precision BLM-1 Cashier Stand
Acquisition Date:	6/17/1998	Acquisition Date:	9/14/2000
Current Value:	2528.90	Current Value:	1700.00
Last seen location:	Bldg:93	Room:001	Last seen location: Bldg:02
			Room:222

**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)

<b>Property Number:</b>	72529	<b>Property Number:</b>	72670
Serial Number:	na	Serial Number:	907311646
Model Number:	98	Model Number:	XG-NV4SU
Description:	Double Horn w/Case	Description:	Sharp Multi Media Projector
Acquisition Date:	5/5/1998	Acquisition Date:	8/26/1999
Current Value:	1893.00	Current Value:	3059.00
Last seen location:	Bldg:08	Room:814	Last seen location: Bldg:06
			Room:679

<b>Property Number:</b>	75869	<b>Property Number:</b>	
Serial Number:	na	Serial Number:	
Model Number:	Apple I-Mac 500 MHZ	Model Number:	
Description:	Apple Imac Computer	Description:	
Acquisition Date:	9/13/2001	Acquisition Date:	
Current Value:	1018.00	Current Value:	
Last seen location:	Bldg:01	Room:142	Last seen location: Bldg:
			Room:

<b>Property Number:</b>	75944	<b>Property Number:</b>	75960
Serial Number:	A26-0910004	Serial Number:	01200541
Model Number:	Ricoh 1900L	Model Number:	Aficio 150
Description:	Ricoh Fax Machine 1900L	Description:	Ricoh Aficio Copier 150
Acquisition Date:	6/14/2001	Acquisition Date:	6/14/2001
Current Value:	1647.00	Current Value:	3793.00
Last seen location:	Bldg:01	Room:142	Last seen location: Bldg:01
			Room:126

<b>Property Number:</b>	78157	<b>Property Number:</b>	78668
Serial Number:	na	Serial Number:	183TB21
Model Number:	Dell 2/933	Model Number:	Dell GX60T P4
Description:	Citrix File Power Edge-Dell	Description:	Dell M/K/C P4 Computer
Acquisition Date:	9/26/2002	Acquisition Date:	2/27/2003
Current Value:	9500.00	Current Value:	1031.00
Last seen location:	Bldg:10	Room:004	Last seen location: Bldg:01
			Room:142

<b>Property Number:</b>	78691	<b>Property Number:</b>	78697
Serial Number:	58329012	Serial Number:	58329007
Model Number:	TEKRES 4MMX	Model Number:	TEKRES 4MMX
Description:	TEKRES M/K/C P4 computer	Description:	TEKRES M/K/C P4 computer
Acquisition Date:	8/28/2003	Acquisition Date:	8/28/2003
Current Value:	805.00	Current Value:	805.00
Last seen location:	Bldg:10	Room:004	Last seen location: Bldg:10
			Room:004

**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)

<b>Property Number:</b>	80350	<b>Property Number:</b>	
<b>Serial Number:</b>	EEL0290249K	<b>Serial Number:</b>	
<b>Model Number:</b>	Epson Power Lite 30C	<b>Model Number:</b>	
<b>Description:</b>	Epson Multimedia Projector	<b>Description:</b>	
<b>Acquisition Date:</b>	8/28/2003	<b>Acquisition Date:</b>	
<b>Current Value:</b>	837.68	<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg:92	Room:28	<b>Last seen location:</b> Bldg: Room:

D4

<b>Property Number:</b>	85008	<b>Property Number:</b>	85020
<b>Serial Number:</b>	5100234UR	<b>Serial Number:</b>	9WRNL71
<b>Model Number:</b>	Epson Power Lite SI	<b>Model Number:</b>	Optiplex 280
<b>Description:</b>	Epson Multimedia Projector	<b>Description:</b>	Dell C/M/K Tower Computer
<b>Acquisition Date:</b>	6/23/2005	<b>Acquisition Date:</b>	6/23/2005
<b>Current Value:</b>	895.99	<b>Current Value:</b>	865.00
<b>Last seen location:</b>	Bldg:92	Room:027	<b>Last seen location:</b> Bldg:03 Room:321

D4

D4

<b>Property Number:</b>	85021	<b>Property Number:</b>	85748
<b>Serial Number:</b>	6YRNL71	<b>Serial Number:</b>	NA
<b>Model Number:</b>	Optiplex 280	<b>Model Number:</b>	Cushman
<b>Description:</b>	Dell C/M/K Tower Computer	<b>Description:</b>	Cushman Flatbed Cart
<b>Acquisition Date:</b>	6/23/2005	<b>Acquisition Date:</b>	10/27/2005
<b>Current Value:</b>	865.00	<b>Current Value:</b>	1250.00
<b>Last seen location:</b>	Bldg:03	Room:321	<b>Last seen location:</b> Bldg:15 Room:501

D4

D4

<b>Property Number:</b>	88082	<b>Property Number:</b>	88822
<b>Serial Number:</b>	CF8VMCI	<b>Serial Number:</b>	GM9G61A698F
<b>Model Number:</b>	Dell Latitude D820	<b>Model Number:</b>	Epson Power Lite S3
<b>Description:</b>	Dell Laptop	<b>Description:</b>	Epson Multimedia Projector
<b>Acquisition Date:</b>	4/12/2007	<b>Acquisition Date:</b>	5/25/2006
<b>Current Value:</b>	1349.00	<b>Current Value:</b>	909.00
<b>Last seen location:</b>	Bldg:01	Room:105	<b>Last seen location:</b> Bldg:92 Room:026

D4

D4

<b>Property Number:</b>	88843	<b>Property Number:</b>	88848
<b>Serial Number:</b>	CVGQMB1	<b>Serial Number:</b>	F9HQMB1
<b>Model Number:</b>	Dell Latitude D520	<b>Model Number:</b>	Dell Latitude D520
<b>Description:</b>	Dell Laptop	<b>Description:</b>	Dell Laptop
<b>Acquisition Date:</b>	9/14/2006	<b>Acquisition Date:</b>	9/14/2006
<b>Current Value:</b>	1211.00	<b>Current Value:</b>	1211.00
<b>Last seen location:</b>	Bldg:93	Room:003	<b>Last seen location:</b> Bldg:07 Room:707

D4

D4

**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)

<b>Property Number:</b>	91592	<b>Property Number:</b>	92310
<b>Serial Number:</b>	JJFK780679L	<b>Serial Number:</b>	FNQ6VC1
<b>Model Number:</b>	Epson Power Lite 1705C	<b>Model Number:</b>	Optiplex 745
<b>Description:</b>	Epson Multimedia Projector	<b>Description:</b>	Dell C/M/K Computer
<b>Acquisition Date:</b>	12/13/2007	<b>Acquisition Date:</b>	5/10/2007
<b>Current Value:</b>	1075.00	<b>Current Value:</b>	880.00
<b>Last seen location:</b>	Bldg:92      Room:014A	<b>Last seen location:</b>	Bldg:10      Room:004

D4

D4

<b>Property Number:</b>	95576	<b>Property Number:</b>	96194
<b>Serial Number:</b>	2BGQZF1	<b>Serial Number:</b>	DKLT3J1
<b>Model Number:</b>	Dell Latitude D830	<b>Model Number:</b>	Optiplex GX 755
<b>Description:</b>	Dell Latitude Laptop	<b>Description:</b>	Dell C/M/K Computer
<b>Acquisition Date:</b>	4/24/2008	<b>Acquisition Date:</b>	2/12/2009
<b>Current Value:</b>	1206.73	<b>Current Value:</b>	880.02
<b>Last seen location:</b>	Bldg:93      Room:001	<b>Last seen location:</b>	Bldg:10      Room:004

D4

D4

<b>Property Number:</b>	10001366	<b>Property Number:</b>	
<b>Serial Number:</b>	51XN5M1	<b>Serial Number:</b>	
<b>Model Number:</b>	Dell Latitude E6400	<b>Model Number:</b>	
<b>Description:</b>	Dell Latitude Laptop	<b>Description:</b>	
<b>Acquisition Date:</b>	5/13/2010	<b>Acquisition Date:</b>	
<b>Current Value:</b>	1165.48	<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg:93      Room:001	<b>Last seen location:</b>	Bldg:      Room:

D4

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

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

RHS Missing List 2013-2014 Inventory

Asset	Location	Cost	Description	Last updated in TERMS	Justification
7760	92,006	\$1,293.00	12 section study carrel	2/16/2001	improperly disposed of
7761	92,006	\$969.75	9 section study carrel	2/16/2001	improperly disposed of
41870	01,110B	\$760.00	typewriter	10/11/2011	unable to be located
55527	92,025	\$966.45	laser printer	10/22/2010	unable to be located
55621	10,004	\$799.00	observation system	10/18/2007	we believe this is the cameras for the observation system, but there are no numbers on the cameras. Other parts are present.
55691	06,690B	\$3,885.00	(2) 6 ft. inline unit / Sunlight	10/5/2010	Room was converted to computer lab, unable to locate.
57691	10,004	\$1,270.00	module / pneumatic	10/18/2007	When finding out information about this item, it was used when Ridgeview was a Junior High and similar modules were removed at that time
57692	10,004	\$1,365.00	module /electric - pneumatic	10/18/2007	When finding out information about this item, it was used when Ridgeview was a Junior High and similar modules were removed at that time
64026	01,115	\$2,256.25	phone master /US Telcom	12/5/2005	Have spoken with maintenance, this item may have been previously removed with upgrade to communication system.
69597	10,004	\$2,180.24	HP scanner	10/3/2007	Have had multiple teachers in this room in the past few years, may have been improperly disposed of.
70812	08,814	\$754.00	mellohone /Yamaha MS201	2/16/2001	unable to be located
70987	01,142	\$8,646.96	copier	10/18/2010	This item was located in 2010 in our survey room, unable to locate currently
71347	93,001	\$2,528.90	treatment table	11/15/2001	This item was located in an ESE portable in 2001. Unable to locate currently, may have been relocated by ESE.
72218	02,222	\$1,700.00	food service / cashier stand	2/16/2001	Cafeteria was reconstructed with in the last year, currently unable to locate. Several other cafeteria items were moved and found at a later date in a different cost center.
72529	08,814	\$1,893.00	horn / double	?	Terms date is incorrect, K.Staeffe tried to consolidate list of items for this room, currently unable to locate.
72670	06,679	\$3,059.00	projector	11/13/2001	unable to be located
75869	01,142	\$1,018.00	computer apple	10/11/2010	This item was located in 2010 in our survey room, unable to locate currently



75944	01,142	\$1,647.00	fax	10/10/2011	This item was located in 2011 in our survey room, unable to locate currently
75960	01,126	\$3,793.00	copier	11/21/2011	unable to be located
78157	10,004	\$9,500.00	IS / server	9/14/2006	Have had multiple teachers in this room in the past few years, currently unable to locate
78668	01,142	\$1,031.00	computer dell	12/4/2013	unable to be located
78691	10,004	\$805.00	computer	10/18/2007	Have had multiple teachers in this room in the past few years, currently unable to locate
78697	10,004	\$805.00	computer	9/8/2006	Have had multiple teachers in this room in the past few years, currently unable to locate
80350	92,028	\$837.68	projector	10/6/2003	unable to be located
85008	92,027	\$895.99	projector	6/23/2005	Converted to enhanced classroom before the 12/13 school year, currently unable to be located
85020	03,321	\$865.00	computer	9/24/2012	Moved to IT room in 2012 currently unable to be located
85021	03,321	\$865.00	computer	9/25/2012	Moved to IT room in 2012 currently unable to be located
85748	15,501	\$1,250.00	flatbed cart	10/27/2005	According to Head Custodian, was removed by maintenance several years ago
88082	01,105	\$1,349.00	laptop	11/20/2012	unable to be located
88822	92,026	\$909.00	projector	5/26/2006	Converted to enhanced classroom before the 12/13 school year, currently unable to be located
88843	93,003	\$1,211.00	laptop	10/12/2010	unable to be located
88848	07,707	\$1,211.00	laptop	10/15/2012	unable to be located
91592	92,014A	\$1,075.00	projector	9/23/2008	This portable was removed and the projector went with it to one of the Oakleaf schools.
92310	10,004	\$880.00	computer	5/10/2007	Have had multiple teachers in this room in the past few years, currently unable to locate
95576	93,001	\$1,206.73	laptop	10/11/2010	Computer was checked out to a student and not returned
96194	10,004	\$880.02	computer	2/12/2009	Have had multiple teachers in this room in the past few years, currently unable to locate
10001366	93,001	\$1,165.48	laptop	11/30/2011	unable to be located

# 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: 2013-2014

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 \$ 1627.00

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

<b>Property Number:</b> 00054624	<b>Property Number:</b>
<b>Serial Number:</b> TY720GZF9PS	<b>Serial Number:</b>
<b>Model Number:</b> MOD/180	<b>Model Number:</b>
<b>Description:</b> Apple Computer	<b>Description:</b>
<b>Acquisition Date:</b> 7/8/1997	<b>Acquisition Date:</b>
<b>Current Value:</b> 1627.00	<b>Current Value:</b>
<b>Last seen location:</b> Bldg:92 Room:39B	<b>Last seen location:</b> Bldg: Room:

D4

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

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

This computer was an older style Apple which had a self-contained hard drive (not a tower.) It looked like a monitor. It was broken and was put in the survey room to be surveyed. Unfortunately, it was near a large number of monitors that were being picked up for survey and was taken, even though paperwork had not been submitted for it.

Measures being taken to prevent further loss:

In the future we will try to better organize items to be surveyed so that things are not accidentally taken without paperwork.

Melanie Sanders  
Property Manager's Signature

Submit to  
Principal/District Administrator

Sarah T Lawson  
Principal/District Administrator's Signature

Email to  
Property Control

Apr 30, 2014  
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: 0481-LAJ SCHOOL YEAR: 2013-2014

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 \$ 2660.10.

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

<b>Property Number:</b>	85423	<b>Property Number:</b>	85889
<b>Serial Number:</b>	KRD520Y02X	<b>Serial Number:</b>	C6XBT71
<b>Model Number:</b>	TC-1100	<b>Model Number:</b>	GX 280
<b>Description:</b>	HP TABLET	<b>Description:</b>	DELL COMPUTER
<b>Acquisition Date:</b>	6/23/05	<b>Acquisition Date:</b>	8/11/2005
<b>Current Value:</b>	1771.00 (en)	<b>Current Value:</b>	889.10
<b>Last seen location:</b>	Bldg:5 Room: 521	<b>Last seen location:</b>	Bldg:6 Room:606

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

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

The HP Tablet was moved to room 521 for repair and now it is missing. The Dell Computer was in a tech. lab where all the computers were replaced with new computers and the old computers were surpluses. This one computer was not surplusd for some reason.

Measures being taken to prevent further loss:

In response, I have educated the staff in the proper movement and removal of inventory items. Currently all other items with a value of \$750 or higher have been accounted for at cost center 0481. I will continue monitor all property at this cost center and strive for a 100% audit for next year.

*Davdi Burke*  
 Davdi Burke  
 Property Manager's Signature

*Crickardson*  
 Principal/District Administrator's Signature

Apr 22, 2014  
 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: 0511-MRE SCHOOL YEAR: 2013-2014

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)

<b>Property Number:</b>	81548	<b>Property Number:</b>	
<b>Serial Number:</b>	F6NWQ71	<b>Serial Number:</b>	
<b>Model Number:</b>	5100CN	<b>Model Number:</b>	
<b>Description:</b>	Printer Color Laser Dell	<b>Description:</b>	
<b>Acquisition Date:</b>	1/26/2006	<b>Acquisition Date:</b>	
<b>Current Value:</b>	906.70	<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg:5	Room:514	<b>Last seen location:</b> Bldg: Room:

DA

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

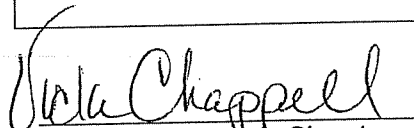
**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

This printer just disappeared.

Measures being taken to prevent further loss:

We have searched the campus, offered rewards for others to look, questioned district techs, and looked through all survey lists.

  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

Apr 30, 2014  
 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: 2013-2014

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 \$ 3542.00.

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

<b>Property Number:</b> 85417	<b>Property Number:</b> 85448
<b>Serial Number:</b> KRD520004L	<b>Serial Number:</b> KRD520002S
<b>Model Number:</b> TC-1100	<b>Model Number:</b> TC-1100
<b>Description:</b> LAPTOP: HP TABLET TC-1100 H	<b>Description:</b> LAPTOP: HP TABLET TC-1100 HE
<b>Acquisition Date:</b> 6/23/2005	<b>Acquisition Date:</b> 6/23/2005
<b>Current Value:</b> 1771.00	<b>Current Value:</b> 1771.00
<b>Last seen location:</b> Bldg:01      Room:206	<b>Last seen location:</b> Bldg:01      Room:212

D4

D4

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

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

Administrators recall them being placed with other survey items that were picked up during the summer of 2013. However, there is no paperwork to track their whereabouts.

Measures being taken to prevent further loss:

Reminded staff of proper procedures for movement and removal of inventory items as well as tighten the procedures in place for the surveying of property.

Shelley A. Lester  
 \_\_\_\_\_  
 Property Manager's Signature

Dorothy D. Phillips  
 \_\_\_\_\_  
 Principal/District Administrator's Signature

Apr 24, 2014  
 \_\_\_\_\_  
 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: 0591-AES

SCHOOL YEAR: 2013-2014

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 \$ ~~1778.95~~ 1779.05 (2).

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

<b>Property Number:</b>	86357	<b>Property Number:</b>	86449
<b>Serial Number:</b>	b8prski	<b>Serial Number:</b>	4qxm581
<b>Model Number:</b>	gx280 P4	<b>Model Number:</b>	gx280 p4
<b>Description:</b>	Chassis (dell)	<b>Description:</b>	dell chassis
<b>Acquisition Date:</b>	09/08/2005	<b>Acquisition Date:</b>	09/22/2005
<b>Current Value:</b>	889.00 (2)	<b>Current Value:</b>	889.95
<b>Last seen location:</b>	Bldg:01	<b>Last seen location:</b>	Bldg:03
	Room:102		Room:307

D4

D4

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

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

Both of these items were slated to be surplussed. 86357 sat in the front office for months, as we waited for it to be tagged for survey/surplus. We believe the technician may have taken it and did not complete the required paperwork for removal. 86449 shows it was already in room 307 (location to take items for survey).

Measures being taken to prevent further loss:

Room 307 (closet) is the only spot we use to keep items we are planning to surplus/ survey. This is inside the technology teacher's classroom.

Jessi Pullen

Property Manager's Signature

Submit to  
Principal/District Administrator

Theresa

Principal/District Administrator's Signature

Email to  
Property Control

Apr 29, 2014

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: 9040 Information Services SCHOOL YEAR: 2013/2014

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 \$ 11,162.22.

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

<b>Property Number:</b>	87395	<b>Property Number:</b>	92160
<b>Serial Number:</b>	CAT0949Z3M1	<b>Serial Number:</b>	BR1LSC1
<b>Model Number:</b>	WS-C3750-24FS-S	<b>Model Number:</b>	D820
<b>Description:</b>	CISCO CATALYST 3750 24 100B	<b>Description:</b>	LATITUDE D820 DELL
<b>Acquisition Date:</b>	03/09/2006	<b>Acquisition Date:</b>	05/02/2007
<b>Current Value:</b>	\$7,298.00	<b>Current Value:</b>	\$1,349.00
<b>Last seen location:</b>	Bldg:92      Room:0001	<b>Last seen location:</b>	Bldg:02      Room:017

D4

D4

<b>Property Number:</b>	96069	<b>Property Number:</b>	10011462
<b>Serial Number:</b>	9682021	<b>Serial Number:</b>	55MWTk1
<b>Model Number:</b>	7510927	<b>Model Number:</b>	E6400
<b>Description:</b>	FLUKE LRPRO-LINKRUNNER PR	<b>Description:</b>	LAPTOP - DELL LATITUDE E6400
<b>Acquisition Date:</b>	06/12/2008	<b>Acquisition Date:</b>	09/10/2009
<b>Current Value:</b>	\$1,349.74	<b>Current Value:</b>	\$1,165.48
<b>Last seen location:</b>	Bldg:02      Room:17	<b>Last seen location:</b>	Bldg:02      Room:17

D4

D4

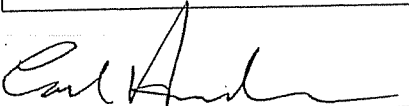
**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

See Attached

Measures being taken to prevent further loss:

- 1 - Warehouse to check for property numbers prior to leaving the Information Services warehouse inventory.
- 2 - 4 Check out forms to be reviewed by person checking out items to ensure they have the property and Property Manager visually seeing the items being checked out.

  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

4/29/2014  
 Date

Submit to  
 Principal/District Administrator

Email to  
 Property Control

**2014 Annual Missing Property Inventory  
Information Services**

Explanation for missing assets:

1 - 87395 - We believe this was moved from storage to go out to a school, but not able to verify that.

2. - 96069 (B2 RM17 used for check out items) - Tech this was checked out to was stationed at RHS and went on FML. The fluke was there when he left, but on his return case and parts were there, but the fluke was missing.

3 - 92160 (B2 RM17 used for check out items) - David Mueller signed the 2011/2012 Check Out form Carolyn Grissom had created for him. 2012/2013, David stated he thought she had put this on the form in error and thinks this may have been one of the items he was to work on and return. We have not been able to locate the item.

4 – 10011462 (B2 RM17 used for check out items) - David Mueller signed the Check Out form that Carolyn Grissom had created for him for the 2011/2012 School Year. Last year, 2012/2013, David stated he thought she had put this on the form in error and thinks this may have been one of the items he was to work on and return. We have not been able to locate the item.