

GREEN COVE SPRINGS JUNIOR HIGH

DR. SARYN L. HATCHER
PRINCIPAL



MR. PAUL GOODIER
VICE PRINCIPAL

MS. DEBBIE FISH
ASST. PRINCIPAL

To: Mr. Robert Johnson
Property Director
Clay District Schools

Subject: 2010-2011 Missing Assets from 0021 GCJ

\$844.00 \$892.00

Please remove the follow two assets from our active property inventory. **00080593** and **00089232**
These two CPUs were part of a large overstock of computers ready for surplus. I have reason to believe they were either removed and never recorded on the surplus list or their asset numbers were copied down improperly. In any event, they are no longer located on our campus and should be removed from our inventory.

Thank you for see that they are removed!

Sincerely,

Handwritten signature of Paul Goodier in cursive.

Paul Goodier, Vice Principal
1/14/2011

Handwritten signature of Saryn Hatcher in cursive.

Saryn Hatcher, Principal
1/14/2011

Committed to Excellence

Charles E. Bennett Elementary School

1 South Oakridge Avenue
Green Cove Springs, FL 32043
(904) 529-2126
(904) 529-2133 – FAX

Evelyn Chastain
Principal

www.clay.k12.fl.us/ceb/

Mark G. Phelps
Assistant Principal

To: Clay County School Board
Subject Missing Item from 10/11 Property Inventory Audit

Charles E. Bennett Elementary School had one missing item (listed below) from its 10/11 property inventory audit.


SCANNER: FLAT PAGE (CCSB#00084160) # 1281.69

Purchased: 5/12/2005
Serial#: 100184

We have looked high and low for this item. This is a result of an employee trying to clean out her room before she retired and inadvertently disposed of this item without proper procedures. It never worked properly and was thought to not be on inventory. It came to us from the county office several years ago.

I am requesting that CCSB# 00084160 be removed from my property inventory.

Sincerely,



Mark G. Phelps – Assistant Principal



Evelyn Chastain - Principal

W. E. CHERRY ELEMENTARY SCHOOL

ANGELA WHIDDON
PRINCIPAL

420 EDSON DRIVE
ORANGE PARK, FLORIDA 32073
(904) 278- 2050
FAX (904) 278-2056
<http://www.clay.k12.fl.us/wec>

AMY VANN
ASSISTANT PRINCIPAL

Date: March 16, 2011
To: Clay County School Board
Subject: Missing Inventory


W.E. Cherry Elementary School has missing inventory items with a total purchase value of \$4141.23. The items consist of one Apple ibook, property number 78243, purchased in 2003 for \$1347.99. Another Apple ibook, property number 78246, purchased in 2003 for \$1347.99 and an Apple computer, property number 63296, purchased in 1997 for \$1445.25. We have exhausted our search for the missing property and unfortunately have been unable to locate the missing computers at our cost center.

In response to the missing computers, 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 0241. I will continue to monitor all property at this cost center and strive for a 100% audit next school year.

I am requesting you write the above missing computers off our property inventory.

Thank you,


Amy Vann, Assistant Principal


Angie Whiddon, Principal



ORANGE PARK HIGH SCHOOL

"HOME OF THE RAIDERS"

TREASURE PICKETT
Principal

RAY DUKES
Vice Principal

MICHAEL ELIA
WILLIAM FLETCHER
ANTHONY WILLIAMS
Assistant Principals

Date: January 27, 2011

To: Clay County School Board

Subject: Missing Inventory 2010-2011 School Year

Orange Park High School has a missing inventory list of three items with a total purchase value of \$4, 038.81. The items are:

- Hub Chassis- 2Way: Network Connection property number **66383** purchased on 9/18/1997. (\$1669.27)
- Hub Chassis- NCI Etherway: Network Connection property number **66484** purchase on 8/12/1998 (\$969.99)
- Dell Laptop property number **81958** purchased on 7/22/2004. (\$1398.92)

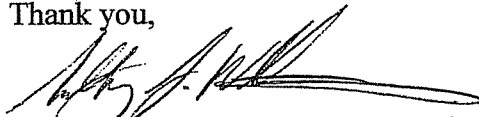
We have searched diligently for this missing property and unfortunately have not been able to locate the missing items at our cost center.

I have communicated with the instructional technology supervisor about the two missing Hub Chassis Network connection. It was brought to my attention that these two items were possibly removed from our campus by the district tech specialist, however, there were no records documenting the removal of the property.

In response, I have informed the staff to follow the property check procedures concerning our laptops, which is to complete the equipment check-out agreement form and submit them to me.

Therefore, I am requesting you remove this item from our property inventory.

Thank you,


Anthony J. Williams, Assistant Principal


Treasure T. Pickett, Principal

2300 Kingsley Avenue, Orange Park Florida 32073
Phone (904) 272-8110 Fax (904) 272-8181

"An Equal Opportunity Employer"

KEYSTONE HEIGHTS JR./SR. HIGH SCHOOL

"An equal opportunity employer"

DR. SUSAN H. SAILOR
PRINCIPAL

JUSTIN L. WILLIAMS
VICE PRINCIPAL

LINDA F. M^CGHHY
ASST. PRINCIPAL

ROY S. SHEWCHUK
ASST. PRINCIPAL



March 29, 2011

Dear Mr. Wortham:

The following items are missing from Keystone Heights High School property inventory:

CCSB#	Item	Value	Acquired
94181	Dell Laptop	\$1206.00	2008
83195	Dell Laptop	\$1859.99	2004
94189	Dell Laptop	\$1206.73	2008
9000287	Dell Laptop	\$1177.57	2008
9000276	Dell Laptop	\$1177.57	2008

In order to help reduce any future losses of computers at Keystone Heights High School we will be conducting a yearly self-audit of all computers.

The following is my response to the GENERAL COMMENTS / REMARKS section of the audit report.

- 1) Check-out procedures will be enforced and followed at KHHS.
- 2) ALL classrooms will maintain an updated, posted inventory sheet.
- 3) CCSD numbers will be maintained on appropriate items.
- 4) Check-out forms will be maintained on ALL items leaving our campus.

Thank you,

Dr. Susan Sailor
Principal

Mr. Roy Shewchuk
Property Manager

S. Bryan Jennings Elementary School

215 Corona Drive - Orange Park, FL 32073
Phone: (904) 213-3021 www.clay.k12.fl.us/sbj

Fax: (904) 213-3014

Dr. Michael Henry
Principal

Mrs. Tiffany Outman
Assistant Principal

Date: March 10, 2011

To: Clay County School Board

Subject: Missing Inventory 2010-2011 School Year

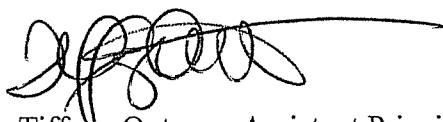
S. Bryan Jennings Elementary School has two missing inventory items with a total purchase value of \$3066.00. One item is a Dell Computer P733 CCSB #75621, purchased on 12/19/2000. The second item is a Dell Latitude Laptop D800 CCSB# 83158, - \$1859.99 purchased on 12/16/2004. ^{\$1207.00}

We have searched for these items extensively. These computers have not been in the classroom since our first inventory screening in August 2010.

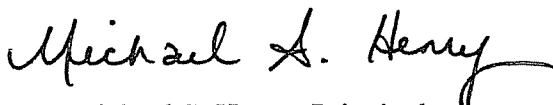
In response to these missing computers, I have educated the staff in the proper movement and removal of inventory items. Currently all other items with a value of \$750.00 or more have been accounted for at cost center 0331. I will continue to monitor all property at this cost center to ensure that we will achieve a complete property inventory next year.

I am requesting that you write the above missing computers off our property inventory.

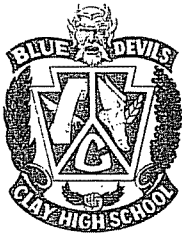
Sincerely,



Tiffany Outman, Assistant Principal



Dr. Michael S. Henry, Principal



CLAY HIGH SCHOOL



2025 HIGHWAY 16 WEST
GREEN COVE SPRINGS, FLORIDA 32043
PHONE: (904) 529-3000 FAX (904) 529-3214

PETER J. MCCABE, PRINCIPAL
CARY DICKS, ASSISTANT PRINCIPAL

DEBORAH SEGRETO, VICE PRINCIPAL
MATTHEW L. LEWIS, ASSISTANT PRINCIPAL

Date: March 15, 2011

To: Clay County School Board

Subject: Missing Inventory 2010-2011 School Year

Clay High School has 3 missing inventory items. The following items: 78761 a chassis computer valued at 897.00 was purchased on 6/23/03. 91506, a laptop valued at 1349.00 was purchased 10/12/06, and a laptop 92601 valued at 1349.00 was purchased 05/24/07; We have exhausted our search for the missing property and unfortunately have been unable to locate the missing property at our cost center.

We have asked every person that was located in the classrooms or office where the property was located. We have searched the entire campus for the missing items.

We will continue to educate our staff on the procedures for moving inventory. I am putting a new inventory check in place for laptops twice a year. Hopefully this will pinpoint any misplacements of property or stolen property. I will continue to monitor all property at this cost center and strive for much better results.

I am requesting the above items be removed from our property inventory.

Sincerely,

Peter J. McCabe, Principal
Clay High School

Cary Dicks, Assistant Principal
Clay High School

Lakeside Junior High School

2750 Moody Avenue * Orange Park, FL 32073 * (904)213-1800 * Fax (904)213-2987

Randall G. Oliver
Principal

Linda Pratt
Assistant Principal
(904) 213-1811

John W. Green Jr.
Vice-Principal
(904) 213-1817

Lloyd Patterson
Activities Director
(904) 213-1872

November 15, 2010

To: Clay County School Board

Subject: Missing Inventory 2010-2011 School Year

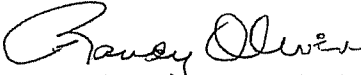
Lakeside Junior High School has three missing inventory items. They are as follows:

Computer # 71669 Toshiba P3 Donated April 11, 2002 (~~\$ 544.00~~) Below \$750.00
Computer # 72100 NCI P266 Purchased July 30, 1998 \$ 1126.84
Computer # 80799 Dell GX270 Purchased April 22, 2004 \$ 852.00

The three computers were stored in a storage closet known as our "graveyard" to be surveyed due to the fact that they were outdated and no longer functioning. It was cost prohibitive to have them repaired. They were thought to have been loaded on a county truck along with numerous other old computers.

In response, I have educated my staff in the proper movement and removal of inventory items. Currently, all other items valued over \$750 have been accounted for at cost center 0351. I will continue to monitor all property at this cost center and strive for a 100% audit next year.

Thank You,


Randy Oliver, Principal
Lakeside Junior High School

MIDDLEBURG HIGH SCHOOL

3750 County Road 220 Middleburg, FL 32068

Phone: (904) 213-2100

Fax: (904) 291-5462

David S. Broskie
Principal

John O'Brian
Vice Principal

Michelle Harris
Assistant Principal

Al De Jesus
Assistant Principal

Brenda Troutman
Assistant Principal

W. Alan Powers
Athletic Director

March 28, 2011

This memo is being written to declare that Middleburg High School is missing \$6,081.20 in inventory as a result of the 2010-11 audit. There have been several attempts to locate this equipment which has included a complete and total inventory of every room on campus. It is therefore believed that the items were surveyed without proper documentation. To safeguard this from occurring in the future, we will continue performing a biannual inventory of equipment. Also, we will improve the process of surveying in order to make sure the documentation is complete on every item that leaves Middleburg High School for surplus.

The items missing are;

77034- Apple iMac which was acquired in 2001 valued at \$1349.00

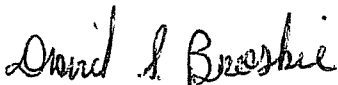
78382- Apple iMac acquired in 2001 valued at \$883.00

81355- Apple iMac acquired in 2004 valued at \$1504.33

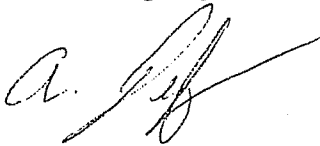
81947- Dell Laptop D505 acquired in 2004 valued at \$1554.87 - FOUND 3/31/11 RMJ.

87033- Dell P4 acquired in 2005 valued at \$790.00

MHS has exhausted all of its resources in its attempt to locate the above items. Based on the year of acquisition and the property number, MHS believes that these items may have been surveyed.



Mr. Broskie
Principal
Middleburg High School



Mr. De Jesus
Assistant Principal, Property Manager
Middleburg High School

Ridgeview High School

466 Madison Avenue
Orange Park, Florida 32065

Date: March 28, 2011

To: Clay County School Board

Subject: Missing Inventory 2010-2011 School Year

Ridgeview High School has a missing inventory of the following items with a total purchase value of:

<u>Asset #:</u>	<u>Value:</u>	<u>Year:</u>	<u>Asset #:</u>	<u>Value:</u>	<u>Year:</u>
72608	(\$1209)	1999	78178	(\$911)	2002
78185	(\$911)	2002	78671	(\$884)	2003
80305	(\$837)	2003	80307	(\$837)	2003
85722	(\$790)	2005	88075	(\$1745)	2006

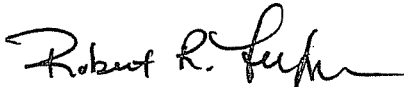
Total: \$8,124.00

We have exhausted our search for the missing property, and unfortunately have not been able to locate the missing items at our cost center. We feel that we have surveyed these items during earlier years. The change in County procedures for removing old equipment will benefit us, now that matching serial number with county number is necessary. It should help clean up our inventory efforts.

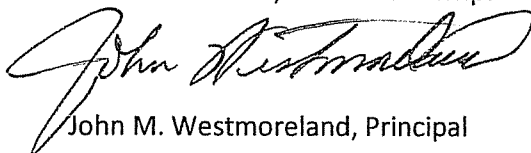
In response, we have educated our staff in two areas. First, we instructed staff not to let any equipment be removed without a receipt being given. Second, we instructed them to notify our Information Services person about non-working computers and use issue track to submit trouble tickets.

I am requesting you write off the missing equipment from our property inventory.

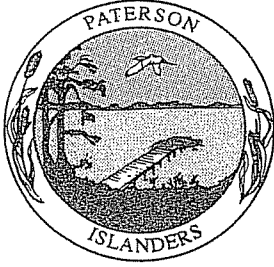
Thank you,



Robert R. Feltner, Assistant Principal



John M. Westmoreland, Principal



Robert M. Paterson Elementary

5400 Pine Avenue
Orange Park, FL 32003
(904) 278-2078 • (904) 278-2093 Fax
<http://www.clay.k12.fl.us/rmp>



Terry Grieninger, Principal

Pam White, Assistant Principal

October 21, 2010

To: Clay County School Board

Subject: Missing Item from 10/11 Property Inventory List

R.M. Paterson Elementary had one missing item from the 10/11 property Inventory audit:

Item: iMAC 350 (CCSB #68140)
Purchased: 12/01/99
Serial #: RN949CXVHTH
Price: \$973.04

We have searched in every room for this item and I have talked with our head custodian about the missing computer that had been placed in our electrical room for survey since it was no longer working.

We have instructed Paterson Elementary employees on how to maintain their property inventory and how to properly process items to be discarded. I take responsibility for the missing item. Reporting missing inventory is not a task I take lightly and I will continue to strive to achieve a 100% audit next year.

I am requesting that CCSB #77349 be removed from my property inventory.

Sincerely,

Handwritten signature of Pamela L. White in cursive.

Pamela L. White, Assistant Principal

Handwritten signature of Terry Grieninger in cursive.

Terry Grieninger, Principal



Lake Asbury Junior High School

Home of the Tigers

2851 Sandridge Road, Green Cove Springs, FL 32043

Telephone 904-291-5582 Fax - 904-291-5593 <http://www.clay.k12.fl.us/LAJH>



Cathy Richardson, *Principal*

Christina Cornwell
Vice Principal

David Burke
Assistant Principal

Date: March 10, 2011

To: Clay County School Board

Subject: Missing Inventory 2010-2011

Lake Asbury Junior High has a missing inventory item #84460 with a total purchase value of \$1,753.^{# 1753.98}~~00~~. The item is a Dell Laptop Latitude D810 computer, purchased on 04/28/05. We have exhausted our search for the missing property and unfortunately have been unable to locate the missing computer at our cost center.

The computer in question has not been in the storage room since the first pre-inventory screening in August 2010. The teacher reported that she turned in the computer that year to our old computer tech. I have spoken to the old computer tech. and still cannot locate the computer.

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 to monitor all property at this cost center and strive for a 100% audit for next year.

I am requesting you write the above missing computer off our property inventory.

Thank you,

Cathy Richardson

Cathy Richardson
Principal
Lake Asbury Junior
904-291-5582
<mailto:cbrichardson@mail.clay.k12.fl.us>



Fleming Island High School

2233 Village Square Parkway
Orange Park, FL 32003
Phone: (904) 541-2100
Fax: (904) 541-2085

William S. "Sam" Ward
Principal

Dan Finley
Vice Principal

Teresa Hankel
Assistant Principal

Greg Henderson
Assistant Principal

Tara Richardson
Assistant Principal

Howard Cushnir
Director of Guidance

Randy Warren
Athletic Director

March 10, 2011

TO: Clay County School Board

SUBJECT: Missing Inventory 2010-2011

Fleming Island High has a missing inventory list of two items:

1. #79520 Computer \$1311.00
2. #79323 LCD Projector \$1629.00

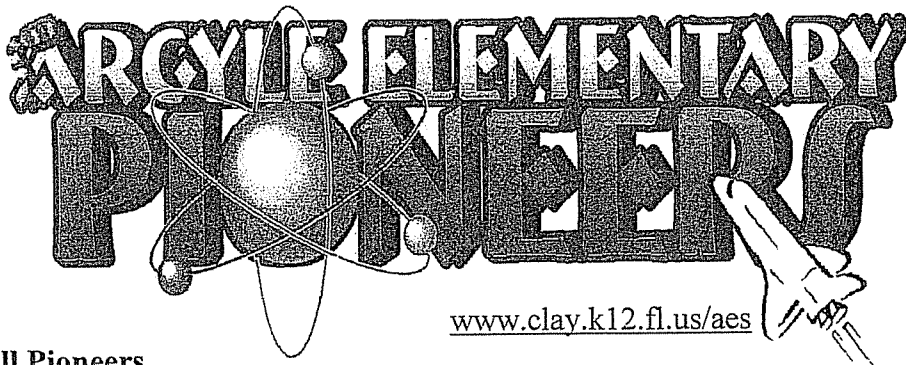
We have exhausted our search for the missing property and unfortunately, have been unable to locate the items at our cost center.

I have revisited with the staff the proper procedures for checking out equipment and keeping it secure. I am requesting you delete the missing items from Fleming Island High School's inventory. Thank you.

Sincerely,

William S. Ward, Principal

Danny Finley, Vice Principal



www.clay.k12.fl.us/aes

We are all Pioneers...

...Pathfinders on the Trail of a New Frontier

Theresa Roman, Principal
troman@mail.clay.k12.fl.us

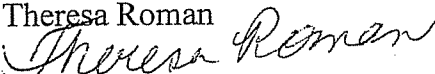
Jessi Pullen, Assistant Principal
jsparman@mail.clay.k12.fl.us

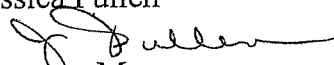
Date: March 1, 2011

To: Clay County School Board
Subject: Missing Inventory 2010-2011

Argyle Elementary School has a missing inventory item for which we cannot locate. The item is a Dell Laptop Computer (CCDS# 86406) valued at \$1626.70, purchased 9/8/2005 when the school opened. The laptop was missing when school opened after the summer break. Ms. Pullen and I, along with our entire staff have have searched extensively for this computer and have not been able to locate it.

I am requesting you write the above missing computer off our property inventory.

Theresa Roman

Principal

Jessica Pullen

Property Manager

Plantation Oaks Elementary

4150 Plantation Oaks Blvd.
Orange Park, FL 32065

Phone: 904-214-7474
Fax: 904-214-7477
www.clay.k12.fl.us

Mrs. Lee Oliver
Principal

Mrs. Kim Marks
Assistant Principal



November 4, 2010

Robert Johnson
Property Control Coordinator
School District of Clay County
900 Walnut Street
Green Cove Springs, FL 32043

Re: Missing Laptop Computers (POE/0651)

To Mr. Robert Johnson:

Please let this letter serve as official notification that the two laptops (property control numbers 09010242 & 09010248) are not at Plantation Oaks Elementary and there is a question as to whether or not we ever received them. The following details should be considered when making your determination to remove these items from our property list.

- When this school was opened (last year), these items were ordered via the IS Department. They arrived on shrink wrapped pallets. Though we signed for the pallets, there was no way to verify what arrived on the pallets and IS requested they remain intact. We cannot verify whether or not IS accounted for all the items ordered.
- As our address was new, several deliveries were made to the other schools in our immediate area (OVE & OLJH). We cannot verify that these items were not delivered to them and inadvertently absorbed into their inventory. We strongly recommend these schools' inventory be physically checked for the missing items.
- This issue was previously addressed with Carolyn Grissom and Chris Lee. An extensive search of POE was made by several teams in an effort to locate the missing items (including a scanner). It was decided/realized (last school year) that we did not have possession of the items that were originally thought to be in POE's property inventory. Chris Lee acknowledged this and wrote that the issue should be address this year.
- During the time that we were receiving deliveries and installing (via IS), several outside vendors were on campus, unaccompanied, making structural repairs and addressing issues. Many of those had or were checked out master keys for night work, Friday work and/or Weekend work. As we were not privy to the actual inventory of the items received, we cannot rule out that the items were taken by outside persons allowed on campus during the building process.

With these criteria in mind, we respectfully request that these items be removed from Plantation Oaks Elementary School's inventory list(s). We believe if the items cannot be found on another campus, that they were either never received or were ultimately taken prior to our annual inventory (2009-10).

Thank you for your time and consideration in reviewing this matter.

Sincerely,

Lee Oliver

Lee Oliver
Principal

09010242 \$ 1070.64
09010248 \$ 1070.64 *Req*

Date: 05/06/2011

To : Ben H. Wortham
Superintendent of Schools
Clay County District Schools

SUBJ: Missing Inventory for Computers / Equipment 2010 – 2011

The following items were missing in our annual inventory of Clay County property utilized by St. Johns Country Day School.

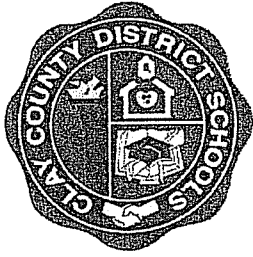
- Item # 82610 – Chassis/Monitor/Keyboard – Dell P4 – Serial #DZ6DH51
Current Value Listed at \$844.00
- Item #82612 – Chassis/Monitor/Keyboard – Dell P4 – Serial
Current Value Listed at \$844.00

These items were purchased in school year 2004 and last appeared on our inventory for school year 2009 – 2010. We believe these items were inadvertently lost in the summer of 2010 as we were removing equipment in preparation for the opening of a new building on our campus. In the future we will be more diligent in verifying the pickup of equipment that is being returned to Clay County School Board.

Sincerely,

Mary Frances O'Leary
Librarian / Media Specialist
St. Johns Country Day School

Grover Howard
Director of Technology
St. Johns Country Day School



Ben H. Wortham
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street
Green Cove Springs, Florida 32043

Instructional Resources
23 South Green Street
Green Cove Springs, FL 32043
Telephones:
904/284-6508 904/529-2612
FAX: 904/284-6583

BOARD MEMBERS:

Janice Kerekes
District 1
Carol Studdard
District 2
Stephanie Van Zant, Jr.
District 3
Frank Farrell
District 4
Lisa Graham
District 5

Date: March 4, 2011

To: Clay County School Board

Subject: Missing Inventory 2010-2011 School Year

Cost Center: 9003

Re: CCSB #84242 Hewlett Packard Tablet

Instructional Resources has a missing inventory item with a total purchase value of \$1771.00. The item is a Hewlett Packard Tablet purchased 6/23/05. We have been unable to locate the missing property after thoroughly searching our offices.

This item was supposed to have been part of an equipment transfer of nine tablets to Lake Asbury Junior High on 12/4/09 as they were not being used in our department. Although #84242 was not listed on the email requesting the transfer we feel it was sent, as it was one of three tablets with sequential numbers and the property number was handwritten on the inventory report along with the others slated to be transferred.

Tablet #84242 was reported missing on the 2010-2011 Inventory. I am requesting that item #84242 be removed from our inventory report.

Sincerely,

A handwritten signature in cursive script that reads "Kathy O'Brien".

Kathy O'Brien, Instructional Resources Representative

A handwritten signature in cursive script that reads "Alisa Jones".

Alisa Jones, Supervisor, Instructional Resources



Ben H. Wortham
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street
Green Cove Springs, Florida 32043
Telephones:
904/284-6500 (GCS) 904/272-8100 (OP)
1-888-663-2529 (KH)
FAX 904/284-6525 TDD 904/284-6584

BOARD MEMBERS:

Janice Kerekes
District 1
Carol Studdard
District 2
Stephanie Van Zant
District 3
Frank Farrell
District 4
Lisa Graham
District 5

April 28, 2011

Mr. Ben Wortham
Superintendent Clay County Schools
900 Walnut St.
Green Cove Springs, Florida 32043

Clay County School Board Members
900 Walnut St.
Green Cove Springs, Florida 32043

Mr. Wortham and School Board Members:

The Exceptional Student Education Department has one missing item totaling \$1,330.00 from the 2010/2011 Inventory. Listed below is the property number, description and the initial cost:

#73850 Pentium 3 Gateway Business computer purchased 10/21/99 for \$1,330.00

This item was at Lighthouse Learning Center. It was mistakenly disposed of by staff members as they were unaware of School District of Clay County property survey procedures. They have been informed of the importance of following inventory survey procedures.

Sincerely,

Handwritten signature of Terry Roth in black ink.

Terry Roth
ESE Director

Handwritten signature of Debbie Green in black ink.

Debbie Green
ESE Property Manager



Ben H. Wortham
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street
Green Cove Springs, Florida 32043
Telephones:
904/284-6500 (GCS) 904/272-8100 (OP)
1-888-663-2529 (KH)
FAX 904/284-6525 TDD 904/284-6584

BOARD MEMBERS:

Janice Kerekes
District 1
Carol Studdard
District 2
Stephanie Van Zant
District 3
Frank Farrell
District 4
Lisa Graham
District 5

March 16, 2011

Mr. Ben Wortham
Superintendent Clay County Schools
900 Walnut St.
Green Cove Springs, Florida 32043

Clay County School Board Members
900 Walnut St.
Green Cove Springs, Florida 32043

Mr. Wortham and School Board Members:

The Exceptional Student Education Department has two missing items totaling \$7,644.53 from the 2010/2011 Inventory. Listed below are the property numbers, items and their initial cost:

#41615	Printer Braille purchased 9/15/86 for \$5,088.80
#88072	Laptop purchased 10/3/06 for \$1,349.00
#95577	Laptop purchased 4/24/08 for \$1,206.73

These items were checked out to ESE personnel. They became lost during changes in personnel locations. We have searched diligently to locate these items without success. The search will continue.

Sincerely,

Handwritten signature of Terry Roth in cursive.

Terry Roth
ESE Director

Handwritten signature of Debbie Green in cursive.

Debbie Green
ESE Property Manager



SCHOOL DISTRICT OF CLAY COUNTY

925 West Center Street
Green Cove Springs, Florida 32043

Telephones

904/284-6500 (GCS) - 904/272-8100 (OP)
1-888-633-2529 (KH)
FAX: 904/284-6525 - TDD: 904/284-6584

Ben H. Wortham
Superintendent of Schools

BOARD MEMBERS

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District 1
Carol Studdard
District 2
Stephanie Van Zant
District 3
Frank Farrell
District 4
Lisa Graham
District 5

March 14, 2011

Clay County School Board,

RE: Missing Property

The following item needs to be removed from Cost Center 9007:

Asset Number: 00092589 – Projector: Powerlite LCD-EPSON
Serial Number: JJKG712041F
Cost: \$916.00
Location: Room 313
Reason Item Missing: - Possibly used by another party and not returned

Thank you.

A handwritten signature in black ink, appearing to read "Michael Wingate", is written over a horizontal line.

Michael Wingate, Director
Secondary Education



Ben H. Wortham
Superintendent of Schools

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900 Walnut Street
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District 3
Frank Farrell
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District 5

TO: Clay County School Board

FROM: John C. Merrill
Director of Maintenance

DATE: March 24, 2011

RE: REMOVAL OF MISSING PROPERTY FROM MAINTENANCE
INVENTORY

During the FY 2010 – 2011 Property Audit, it was discovered that four maintenance vehicle radios were missing from this inventory. Specifically asset numbers 35865 (\$1108.00), 48002 (\$1399.00), 46335 (\$1099.00), and 59002 (\$1316.00).

These radios are early 1990s vintage analog two-way radios that are being removed from Maintenance vehicles as our older vehicles are removed from service and replaced. Due to the age and obsolescence of the radios, they are not being installed in the newer vehicles, and are being stored in our warehouse until proper disposition of these items can be determined.

Unfortunately, after an extensive search, I am unable to accurately account for these missing items and am unable to determine exactly when they disappeared. I respectfully request that these items be removed from my inventory.

Your consideration is greatly appreciated.

Very Respectfully,

A handwritten signature in black ink that reads "John C. Merrill". The signature is fluid and cursive, written over a printed name.

John C. Merrill
Director of Maintenance

DEPARTMENT OF INFORMATION SERVICES
900 Walnut Street
Green Cove Springs, FL 32043
(904) 272-8100 ext. 6507
Fax: (904) 284-6581

Date April 1, 2011

To: Clay County School Board
Subject: Missing Property from (2010-2011) Property Inventory Audit

Information Services had the following missing items from its (2010-2011) property inventory audit:

	(Items)		
1) PO# 00084501	Dell Optiplex 745 Computer	\$ 880.00	# 94501
2) PO# 00093207	Dell Poweredge 2950 Server	\$5496.07	# 93207
3) PO# 00086228	Dell Optiplex 520 Computer	\$ 790.64	# 86228

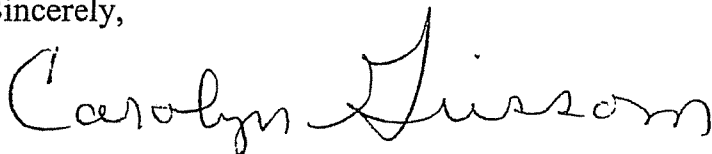
We have conducted a thorough search for the above items but have not been able to locate within the Information Services Department.

In the Information Services Department we have a large volume of movement of property to and from our department. I believe that these items at some point were probably taken out to one of schools and the transfer was not communicated to the office.

I as Property Manager of Information Services will reiterate with our technicians the importance of keeping me informed of all movement of property in or out of Information Services.

I am requesting that the above items be removed from Information Services property inventory.

Sincerely,



Property Manager
Information Services Department



Ben H. Wortham
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

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BOARD MEMBERS:

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May 2, 2011

MEMO TO: Robert Johnson, Property Control Coordinator
FROM: Alisa Jones, Supervisor of Instructional Resources
RE: Missing Laptop Computers
CCSB Property #: 81968, 82171, 91531

This is to advise that the laptop computers listed below which were listed as missing from the Teacher Training Center on the January 20, 2011 inventory were laptops that were actually transferred as surplus and became part of the Clay Digital Equity Initiative program. Unfortunately, these computers no longer exist because they were cannibalized and used for parts to make other computers functional.

Please mark these computers appropriately to permanently remove them from the 9113 Teacher Training Center inventory.

<u>SDCC Property #:</u>	<u>Cost:</u>
81968	\$1398.92
82171	\$1348.92
91531	\$1211.00