

**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: 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 \$ 2263.00.

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

<b>Property Number:</b>	77928	p4	<b>Property Number:</b>	89216	p4
<b>Serial Number:</b>	JPLGC31205		<b>Serial Number:</b>	GM9G62A231F	
<b>Model Number:</b>	4100N		<b>Model Number:</b>	EPSON S3	
<b>Description:</b>	Printer: LasterJet HP 4100		<b>Description:</b>	Projector: Powerlite LCD - Epson	
<b>Acquisition Date:</b>	02/13/2003		<b>Acquisition Date:</b>	05/25/2006	
<b>Current Value:</b>	1354.00		<b>Current Value:</b>	909.00	
<b>Last seen location:</b>	Bldg:04	Room:412	<b>Last seen location:</b>	Bldg:93	Room:106

<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):

We have searched for projector and printer, both were not found in location assigned in TERMS. With older assets, the asset tags may have come off and not appear to be a capital asset item and not logged on a surplus form correctly or its location updated in TERMS.

Measures being taken to prevent further loss:

New Property manager has set up new standard for staff to track all items moved within the school and surplusd correctly.

Justin Faulkner

Property Manager's Signature

Submit to  
Principal/District Administrator

Principal/District Administrator's Signature

Email to  
Property Control

Apr 01, 2015

Date

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: \_\_\_\_\_ *GPE 0232* SCHOOL YEAR: \_\_\_\_\_ 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 \$ *6,986.03*.

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

<b>Property Number:</b>	97956	<i>PA</i>	<b>Property Number:</b>	09000116	<i>PA</i>
<b>Serial Number:</b>	4LDKJH1		<b>Serial Number:</b>	3MJ2PH1	
<b>Model Number:</b>	OPTIPLEX 755		<b>Model Number:</b>	E6400	
<b>Description:</b>	Desktop		<b>Description:</b>	Laptop Latitude	
<b>Acquisition Date:</b>	11/13/08		<b>Acquisition Date:</b>	11-25-08	
<b>Current Value:</b>	880.02		<b>Current Value:</b>	1177.57	
<b>Last seen location:</b>	Bldg: 92	Room: 10	<b>Last seen location:</b>	Bldg: 9	Room: 10

<b>Property Number:</b>	90216	<i>DA</i>	<b>Property Number:</b>	96974	<i>PA</i>
<b>Serial Number:</b>	998VWCI		<b>Serial Number:</b>	7QPKDG1	
<b>Model Number:</b>	D520		<b>Model Number:</b>	745	
<b>Description:</b>	Laptop Latitude		<b>Description:</b>	desktop	
<b>Acquisition Date:</b>	05/24/2007		<b>Acquisition Date:</b>	8/14/08	
<b>Current Value:</b>	1211.00		<b>Current Value:</b>	1610.00	
<b>Last seen location:</b>	Bldg: 92	Room: 43	<b>Last seen location:</b>	Bldg: 93	Room: 005

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

Unable to locate property on campus.

Measures being taken to prevent further loss:

Inventory procedures will begin prior to teachers leaving for the summer and when they return in the fall to prepare for inventory.

*[Signature]*  
 Property Manager's Signature

*[Signature]*  
 Principal/District Administrator's Signature

Apr 01, 2015  
 Date

Submit to  
 Principal/District Administrator

Email to  
 Property Control

0232-GPE

**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>	66590	D4	<b>Property Number:</b>	12000339	D4
Serial Number:	USMB043171		Serial Number:	HO139OFYHS6	
Model Number:	C4119A		Model Number:	20MXILL/A	
Description:	Printer		Description:	iMac 20" Flat Panel	
Acquisition Date:	3/10/98		Acquisition Date:	11/30/11	
Current Value:	1307.44		Current Value:	800.00	
Last seen location:	Bldg: 93	Room: 520B	Last seen location:	Bldg: 01	Room: 105

<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:

<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:

<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:

<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:

**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: 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 \$ ~~14,018.94~~ \$12,258.90 *req*

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

<b>Property Number:</b>	37836	<i>p4</i>	<b>Property Number:</b>	37837	<i>p4</i>
Serial Number:	61zg1aa		Serial Number:	61zg1aa	
Model Number:	n/a		Model Number:	n/a	
Description:	Rollaway Chorus Wenger		Description:	Rollaway Chorus Wenger	
Acquisition Date:	10/4/85		Acquisition Date:	10/4/85	
Current Value:	820.99		Current Value:	820.99	
Last seen location:	Bldg:24	Room:001	Last seen location:	Bldg:24	Room:001

<b>Property Number:</b>	37888	<i>p4</i>	<b>Property Number:</b>	37889	<i>p4</i>
Serial Number:	61g1aa		Serial Number:	61g1aa	
Model Number:	n/a		Model Number:	n/a	
Description:	Rollaway Chorus Wenger		Description:	Rollaway Chorus Wenger	
Acquisition Date:	1/23/86		Acquisition Date:	1/23/86	
Current Value:	827.68		Current Value:	827.68	
Last seen location:	Bldg:24	Room:001	Last seen location:	Bldg:24	Room:001

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

1) Rollaway Chorus Wenger's were believed to be loaned to another school and not returned. Dell laptops and desktops were unable to be updated with Windows 7 operating systems and were slated for survey. Items were potentially disposed of outside of the district property control system.

Measures being taken to prevent further loss:

1) Provide a signed paper trail for future inter-school loan of equipment. To avoid improper disposal or loss of property, the school property manager will be notified of all equipment to be surveyed; survey material will only be moved with the property managers approval.

\_\_\_\_\_  
 Property Manager's Signature  
 Submit to  
 Principal/District Administrator

Treasure Pickett  
 Principal/District Administrator's Signature  
 Email to  
 Property Control

\_\_\_\_\_  
 Mar 27, 2015  
 Date

0252-0PH

**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>	89171	<i>p4</i>	<b>Property Number:</b>	93770	<i>p4</i>
Serial Number:	2mnty91		Serial Number:	CTBVRF1	
Model Number:	D510		Model Number:	D520	
Description:	DELL LAPTOP		Description:	DELL LAPTOP	
Acquisition Date:	6/8/06		Acquisition Date:	3/27/08	
Current Value:	1211.79		Current Value:	1139	
Last seen location:	Bldg:01	Room:127	Last seen location:	Bldg:01	Room:127

<b>Property Number:</b>	92529	<i>p4</i>	<b>Property Number:</b>	92528	<i>p4</i>
Serial Number:	80TW2DL		Serial Number:	176X2D1	
Model Number:	D520		Model Number:	D520	
Description:	DELL LAPTOP		Description:	DELL LAPTOP	
Acquisition Date:	6/28/07		Acquisition Date:	6/28/07	
Current Value:	1211		Current Value:	1211	
Last seen location:	Bldg:01	Room:127	Last seen location:	Bldg:01	Room:125

<b>Property Number:</b>	90322	<i>p4</i>	<b>Property Number:</b>	89177	<i>p4</i>
Serial Number:	252y7b1		Serial Number:	DMNTY91	
Model Number:	DX520		Model Number:	D510	
Description:	DELL LAPTOP		Description:	DELL LAPTOP	
Acquisition Date:	9/14/06		Acquisition Date:	06/08/06	
Current Value:	880.00		Current Value:	1211.79	
Last seen location:	Bldg:18	Room:1809	Last seen location:	Bldg:01	Room:127

<b>Property Number:</b>	87126	<i>p4</i>	<b>Property Number:</b>	98167	<i>FOUND 4/21/15</i>
Serial Number:	HLTFS81		Serial Number:	3HZ3LH1	
Model Number:	GX520		Model Number:	GX755	
Description:	DELL LAPTOP		Description:	DELL DESKTOP	
Acquisition Date:	01/12/06		Acquisition Date:	11/13/08	
Current Value:	991.98		Current Value:	<del>880.02</del> <i>0</i>	
Last seen location:	Bldg:01	Room:104	Last seen location:	Bldg:01	Room:104

<b>Property Number:</b>	98229	<i>FOUND 4/29/15 room</i>	<b>Property Number:</b>	82000	<i>p4</i>
Serial Number:	7XT3NH1		Serial Number:	JHQVQ51	
Model Number:	GX755		Model Number:	GX270	
Description:	DELL DESKTOP		Description:	DELL DESKTOP	
Acquisition Date:	11/13/08		Acquisition Date:	10/14/04	
Current Value:	<del>880.02</del> <i>0</i>		Current Value:	1105	
Last seen location:	Bldg:01	Room:104	Last seen location:	Bldg:92	Room:P62

**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: Doctors Inlet Elem 0261 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 \$ 1562.00.

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

<b>Property Number:</b>	<u>666081</u>	<b>Property Number:</b>	
<b>Serial Number:</b>	<u>XA8270 4mD24</u>	<b>Serial Number:</b>	
<b>Model Number:</b>	<u>233</u>	<b>Model Number:</b>	
<b>Description:</b>	<u>Powermac - Apple Computer</u>	<b>Description:</b>	
<b>Acquisition Date:</b>	<u>Aug 19 1998</u>	<b>Acquisition Date:</b>	
<b>Current Value:</b>	<u>\$1562.00</u>	<b>Current Value:</b>	
<b>Last seen location:</b>	<u>Bldg: 08</u>	<u>Room: 806</u>	<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:

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

This is an old Apple Power Mac that may have been surplused as a computer monitor. The unit is one big component.

Measures being taken to prevent further loss:

Regular - room to room inventory checks. Ensuring teachers assigned to room and equipment sign and date property inventory forms.

Paul Casias  
 Property Manager's Signature

Anne H. Miller  
 Principal/District Administrator's Signature

3/18/15  
 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: 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 \$ 2494.45 2495.05 kh.

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

<b>Property Number:</b>	60649	p4	<b>Property Number:</b>	94198	p4
Serial Number:	581-25351222		Serial Number:	F8CU02013	
Model Number:	SR3289DT		Model Number:	CPX400	
Description:	Television Zenith 32"		Description:	Projector: Hitachi	
Acquisition Date:	09/11/1995		Acquisition Date:	06/12/2008	
Current Value:	826.32		Current Value:	836.1373 kh	
Last seen location:	Bldg:01	Room:143	Last seen location:	Bldg:01	Room:143

<b>Property Number:</b>	88966	p4	<b>Property Number:</b>	
Serial Number:	1H2GM91		Serial Number:	
Model Number:	GX520		Model Number:	
Description:	C/M/K Dell P4		Description:	
Acquisition Date:	05/08/2006		Acquisition Date:	
Current Value:	832.00		Current Value:	
Last seen location:	Bldg:06	Room:602	Last seen location:	Bldg: Room:

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

Items were inadvertently placed with other items being surveyed from our school without going through the proper procedures.

Measures being taken to prevent further loss:

Procedures for Surveying equipment will be reviewed with the faculty and staff and an updated Request for On-Site Survey list will be in the room with the equipment being surveyed to better track which items are being taken off campus.

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

Submit to  
 Principal/District Administrator

Barry Underwood  
 \_\_\_\_\_  
 Principal/District Administrator's Signature

Email to  
 Property Control

Mar 30, 2015  
 \_\_\_\_\_  
 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: 0331 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 \$ \$4353.64.

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

<b>Property Number:</b>	82887	D4	<b>Property Number:</b>	87739	D4
Serial Number:	BGJKS51		Serial Number:	UV133227LCD	
Model Number:	DELL GX270 P4		Model Number:	Ibook	
Description:	Computer Chassis/Monitor/Keyboa		Description:	Computer laptop: Ibook - Apple	
Acquisition Date:	12/16/2004		Acquisition Date:	12/04/2007	
Current Value:	832.00		Current Value:	1166.50	
Last seen location:	Bldg:1	Room:29A	Last seen location:	Bldg:1	Room:29A

<b>Property Number:</b>	09000235	D4	<b>Property Number:</b>	09000242	D4
Serial Number:	3DP3PH1		Serial Number:	7CP3PH1	
Model Number:	E6400		Model Number:	E6400	
Description:	Computer Laptop: Dell Latitude		Description:	Computer Laptop: Dell Latitude	
Acquisition Date:	11/25/2008		Acquisition Date:	11/25/2008	
Current Value:	1177.57		Current Value:	1177.57	
Last seen location:	Bldg:7	Room:15A	Last seen location:	Bldg:7	Room:15A

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

We have searched for this item extensively and were unable to locate the items.

Measures being taken to prevent further loss:

In response to these missing items, we will be diligent when removing items from the campus to ensure accurate records. 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.

Amy Dyal  
 \_\_\_\_\_  
 Property Manager's Signature

Submit to  
Principal/District Administrator

Tiffany Outman  
 \_\_\_\_\_  
 Principal/District Administrator's Signature

Email to  
Property Control

Mar 27, 2015  
 \_\_\_\_\_  
 Date



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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0351-LJH 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 \$ 3,238.00.

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

<b>Property Number:</b>	89842	D4	<b>Property Number:</b>	89814	D4
Serial Number:	K7HK00182		Serial Number:	1SYMY91	
Model Number:	AG-DVC20P		Model Number:	GX520	
Description:	Camcorder: Mini DV 3-CCD		Description:	Chassis/Monitor/Keyboard Dell	
Acquisition Date:	1/24/08		Acquisition Date:	6/8/06	
Current Value:	1,485.00		Current Value:	778.00	
Last seen location:	Bldg:05	Room:226	Last seen location:	Bldg:08	Room:811

<b>Property Number:</b>	84428	D4	<b>Property Number:</b>	
Serial Number:	K2558502016		Serial Number:	
Model Number:	RICOH AC104		Model Number:	
Description:	Copier: Digital		Description:	
Acquisition Date:	6/30/05		Acquisition Date:	
Current Value:	975.00		Current Value:	
Last seen location:	Bldg:92	Room:732	Last seen location:	Bldg: Room:

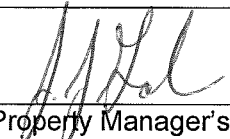
**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

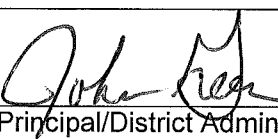
Explanation for missing asset(s):

We have been unable to locate the following items. We searched every building, classroom, portable and closet thoroughly. We believe the above computers and camcorder have already been surplus years ago, but wasn't recorded.

Measures being taken to prevent further loss:

We will continue to train and educate the staff here along with the administration of the proper procedures of moving and surveying property her on campus.

  
 \_\_\_\_\_  
 Property Manager's Signature

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

\_\_\_\_\_  
 Apr 02,2015  
 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-OPJ

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 \$ 806.49.

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

<b>Property Number:</b>	69582 69852 2009 DA	<b>Property Number:</b>	
Serial Number:	MX058970	Serial Number:	
Model Number:	MX-1	Model Number:	
Description:	Video Mixer	Description:	
Acquisition Date:	02/22/1999	Acquisition Date:	
Current Value:	\$ 806.49	Current Value:	
Last seen location:	Bldg:01      Room:155	Last seen location:	Bldg:      Room:

<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):

Per the media tech., this item was surveyed several years ago.

Measures being taken to prevent further loss:

We post inventory sheets in rooms, teachers are notified of correct procedures for dealing with inventory, and we strive to maintain a very updated inventory in TERMS.

Angela Johnson  
Digitally signed by Angela Johnson  
 DN: cn=Angela Johnson, o=Clay County School Board, email=angela.johnson@clay.k12.mo.us, c=US  
 Date: 2015.03.25 13:36:51 -0400

Property Manager's Signature

Submit to  
Principal/District Administrator

Joyce Orsi  
Digitally signed by Joyce Orsi  
 DN: cn=Joyce Orsi, o=SDCC, ou=09/0361, email=joyce.orsi@clay.k12.mo.us, c=US  
 Date: 2015.03.25 13:36:51 -0400

Principal/District Administrator's Signature

Email to  
Property Control

Mar 25, 2015  
 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: 0371-WJH 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 \$ 6382.00.

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

<b>Property Number:</b>	77529	D4	<b>Property Number:</b>	78113	D4
Serial Number:	J5704		Serial Number:	F0930170057	
Model Number:	1013		Model Number:	JP3000	
Description:	Copier: Ricoh Aficio Digital 1013		Description:	Copier: Ricoh Priport JP3000 w/ cab	
Acquisition Date:	01/08/2004		Acquisition Date:	06/09/2003	
Current Value:	1391.00		Current Value:	4991.00	
Last seen location:	Bldg: 03	Room: 309	Last seen location:	Bldg: 03	Room: 309

<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):

I had tried to survey these 2 copiers twice, but was told that because of the cost of disposal they had to be "collected by" or "traded-into" to the copy machine distributor. I had the copy machine representative remove these machines when he dropped off our new copier this summer, but misunderstood the process and did not complete a trade-in form.

Measures being taken to prevent further loss:

In the future I will seek clarification on the trade-in process with the property controller at the district and ensure that all proper paperwork is filled out, submitted, and approved.

Property Manager's Signature

Submit to  
Principal/District Administrator

Rodney Ivey II

Principal/District Administrator's Signature

Email to  
Property Control

Mar 23, 2015

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: 0391-MHS 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 \$ 22,184.73 <sup>91</sup> ~~12~~.

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

<b>Property Number:</b>	10011500	D4	<b>Property Number:</b>	85428	D4
Serial Number:	B2YCZK1		Serial Number:	KRD52000IR	
Model Number:	E6400		Model Number:	TC-1100	
Description:	LAPTOP-DELL LATITUDE		Description:	LAPTOP HP TABLET TC-1100	
Acquisition Date:	10/8/09		Acquisition Date:	6/23/05	
Current Value:	1070.64		Current Value:	1771.00	
Last seen location:	Bldg:01	Room:007	Last seen location:	Bldg:01	Room:11

<b>Property Number:</b>	26810	D4	<b>Property Number:</b>	87208	D4
Serial Number:	N/A		Serial Number:	2in5p81	
Model Number:	AFC 2-1-2		Model Number:	GX520	
Description:	FURNITURE:RECER RM SEATIN		Description:	C/M/K DELL P4	
Acquisition Date:	9/11/80		Acquisition Date:	11/22/05	
Current Value:	787.18		Current Value:	992.00	
Last seen location:	Bldg:01	Room:026	Last seen location:	Bldg:01	Room:67

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

This is my first year at MHS and, subsequently, first year as property manager at MHS. It seems a lot of this property hasn't been found for a number of years and has been unreported. I would assume the property was not tracked well enough to maintain control.

Measures being taken to prevent further loss:

I have established a good rapport with the IT specialist on campus and impressed upon him the need to notify me of any computer that is being moved on campus. I have also communicated to faculty and staff the importance of using proper paperwork before moving any property from the current room.

\_\_\_\_\_  
 Property Manager's Signature  
 Submit to  
 Principal/District Administrator

Rob Feltner  
 Principal/District Administrator's Signature  
 Email to  
 Property Control

Apr 08, 2015  
 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)

<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:	

<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:	

<b>Property Number:</b>	97628	<i>D4</i>	<b>Property Number:</b>	
Serial Number:	HKJKJH1		Serial Number:	
Model Number:	GX755		Model Number:	
Description:	C/M/K DELL OPTIPLEX GX755		Description:	
Acquisition Date:	11/13/08		Acquisition Date:	
Current Value:	880.02		Current Value:	
Last seen location:	Bldg:01	Room:67	Last seen location:	Bldg:

<b>Property Number:</b>		<b>Property Number:</b>	98323	<i>D4</i>
Serial Number:		Serial Number:	BK5WMH1	
Model Number:		Model Number:	GX755	
Description:		Description:	C/M/K DELL OPTIPLEX GX755	
Acquisition Date:		Acquisition Date:	11/13/08	
Current Value:		Current Value:	880.02	
Last seen location:	Bldg:	Room:	Bldg:01	Room:67

<b>Property Number:</b>	98337	<i>D4</i>	<b>Property Number:</b>	98340	<i>D4</i>
Serial Number:	6MCVMH1		Serial Number:	5LCVMH1	
Model Number:	GX755		Model Number:	GX755	
Description:	C/M/K DELL OPTIPLEX GX755		Description:	C/M/K DELL OPTIPLEX GX755	
Acquisition Date:	11/13/08		Acquisition Date:	11/13/08	
Current Value:	880.02		Current Value:	880.02	
Last seen location:	Bldg:01	Room:37	Last seen location:	Bldg:01	Room:72

0391MHS

**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>	98341	p4	<b>Property Number:</b>	59517	p4
Serial Number:	cncvmh1		Serial Number:	45242140	
Model Number:	GX755		Model Number:	32B50400	
Description:	C/M/K DELL OPTIPLEX GX755		Description:	TELEVISION: PHILIPS 32"COLOR	
Acquisition Date:	11/13/08		Acquisition Date:	7/10/95	
Current Value:	880.02		Current Value:	799	
Last seen location:	Bldg:01	Room:37	Last seen location:	Bldg:01	Room:119

<b>Property Number:</b>	87049	p4	<b>Property Number:</b>	87222	p4
Serial Number:	2506		Serial Number:	3335T81	
Model Number:	SE2U		Model Number:	DELL GX520 P4	
Description:	PROJECTOR VGA 1500L MITSU		Description:	C/M/K DELL P4	
Acquisition Date:	1/26/06		Acquisition Date:	1/12/06	
Current Value:	819		Current Value:	832	
Last seen location:	Bldg:01	Room:151	Last seen location:	Bldg:01	Room:226

<b>Property Number:</b>	91841	p4	<b>Property Number:</b>	84738	p4
Serial Number:	QP64602VVUX		Serial Number:	N/A	
Model Number:	IMAC DUO CORE 2		Model Number:	N/A	
Description:	C/M/K IMAC APPLE		Description:	ADULT ROLLING BATH CHAIR	
Acquisition Date:	12/14/06		Acquisition Date:	1/9/07	
Current Value:	1148		Current Value:	750	
Last seen location:	Bldg:92	Room:41	Last seen location:	Bldg:01	Room:246

<b>Property Number:</b>	95948	p4	<b>Property Number:</b>	71163	p4
Serial Number:	CSW1206429		Serial Number:	USCB027535	
Model Number:	MFW9700SB1		Model Number:	HPCLJ2100M	
Description:	WASHER-MAYTAG-BLACK		Description:	PRINTER hp LASERJET	
Acquisition Date:	10/9/08		Acquisition Date:	3/17/99	
Current Value:	1240.49		Current Value:	848.15	
Last seen location:	Bldg:01	Room:370	Last seen location:	Bldg:01	Room:370

<b>Property Number:</b>	AV002067	p4	<b>Property Number:</b>	47307	p4
Serial Number:	N/A		Serial Number:	91100928	
Model Number:	132KW		Model Number:	N/A	
Description:	MAPS:WORLD HISTORY		Description:	CAMERA- HITACHI COLOR VIDEO	
Acquisition Date:	5/23/99 5/23/95		Acquisition Date:	11/16/89	
Current Value:	830		Current Value:	2364.64	
Last seen location:	Bldg:01	Room:95	Last seen location:	Bldg:01	Room:112

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**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>	09000055	D4	<b>Property Number:</b>	09000058	D4
Serial Number:	5X43PH1		Serial Number:	6Y43PH1	
Model Number:	E6400		Model Number:	E6400	
Description:	LAPTOP: DELL LATITUDE		Description:	LAPTOP DELL LATITUDE	
Acquisition Date:	12/18/08		Acquisition Date:	12/18/08	
Current Value:	1177.57		Current Value:	1177.57	
Last seen location:	Bldg:01	Room:148	Last seen location:	Bldg:01	Room:148

<b>Property Number:</b>	09000059	D4	<b>Property Number:</b>		
Serial Number:	9X43PH1		Serial Number:		
Model Number:	E6400		Model Number:		
Description:	LAPTOP:DELL LATITUDE		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:

<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:

<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:

<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:

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0411-CHE SCHOOL YEAR: 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 \$ 10,038.01.

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

<b>Property Number:</b>	76416	D4	<b>Property Number:</b>	77987	D4
Serial Number:	GIJ003724		Serial Number:	5K673020362	
Model Number:	CPS310W		Model Number:	RICOH-5K6701	
Description:	Projector-Hitachi CP-S310W		Description:	Copier: RICOH 1035	
Acquisition Date:	04-25-2002		Acquisition Date:	06-26-2003	
Current Value:	\$2449.99		Current Value:	\$5985.00	
Last seen location:	Bldg: 01	Room: 130	Last seen location:	Bldg: 92	Room: 705

<b>Property Number:</b>	83439	D4	<b>Property Number:</b>		
Serial Number:	9YB6Y81		Serial Number:		
Model Number:	DELL Latitude D810		Model Number:		
Description:	Laptop: DELL Latitude D810		Description:		
Acquisition Date:	01-26-2006		Acquisition Date:		
Current Value:	\$1603.02		Current Value:		
Last seen location:	Bldg: 92	Room: 705	Last seen location:	Bldg:	Room:

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

Property inventoried annually, but surplus procedures in regards to removal from current inventory were not strictly adhered to in a timely manner.

Measures being taken to prevent further loss:

District and Local School policy for handling inventory will be reviewed annually and approved procedures for surplus will be completed within a timely manner.

*Erin Uria*  
 \_\_\_\_\_  
 Property Manager's Signature

*Tracy Hendrick*  
 \_\_\_\_\_  
 Principal/District Administrator's Signature

Apr 07, 2015  
 \_\_\_\_\_  
 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: 0431-RHS

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 \$ 2181.00.

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

<b>Property Number:</b>	64024	D4	<b>Property Number:</b>	71339	D4
Serial Number:	NA		Serial Number:	906838	
Model Number:	96		Model Number:	95/medelis	
Description:	Tricycle Rifton Ranger		Description:	EZ Go Golf Cart	
Acquisition Date:	12/03/1996		Acquisition Date:	08/06/1998	
Current Value:	895.00		Current Value:	1286.00	
Last seen location:	Bldg:06	Room:629	Last seen location:	Bldg:15	Room:501

<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):

64024 Item is an ESE item that has been moved with students a few times. Have contacted other schools, ESE property manager as well as District Property Control Manager about locating this item. Whereabouts unknown.  
 71339 Item was stolen several years ago. No report was made, not sure why. Happened prior to 2010.

Measures being taken to prevent further loss:

Theft reports need to be filed for stolen items in the future.  
 ESE items need to be tracked more closely in the future.

Kevin Staefe  
 \_\_\_\_\_  
 Property Manager's Signature

Deborah L. Segreto  
 \_\_\_\_\_  
 Principal/District Administrator's Signature

Mar 24, 2015  
 \_\_\_\_\_  
 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: 0491-WES 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 \$ 6774.00.60.

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

<b>Property Number:</b>	79059	DY	<b>Property Number:</b>	91904	DY
Serial Number:	550334		Serial Number:	1D5G6C1	
Model Number:	ELMHV5000XG		Model Number:	Poweredge 2950	
Description:	Presenter: Elmo Visual		Description:	Server: Poweredge 2950	
Acquisition Date:	05/27/2004		Acquisition Date:	01/11/2007	
Current Value:	\$2234.00		Current Value:	\$4540.60	
Last seen location:	Bldg:01	Room:133	Last seen location:	Bldg:01	Room:137

<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):

91904 is a server that was located in the library. It is unsure where it was transplanted; however, a new server was installed, so the computers would be operational. This is an item that is handled by the "IS" department. The WES administration, faculty or staff has no contact with this item.  
 79059 is an Elmo that is missing.

Measures being taken to prevent further loss:

Continue to keep documented efforts to keep assets accounted for in the cost center. For example, staff and faculty have been trained to identifying assets, and email/call me if anything moves or relocates.

Property Manager's Signature

Submit to  
Principal/District Administrator

Angela M. Gentry

Principal/District Administrator's Signature

Email to  
Property Control

Digitally signed by Angela M. Gentry  
 DN: cn=Angela M. Gentry, o=Clay County School Board, ou=Property Control, email=angm@ccsb.org, c=US  
 Date: 2015.02.11 10:19:01-0500

Apr 02, 2015

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: 0531-TBE 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 \$ 11227.

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

<b>Property Number:</b>	00087782	D4	<b>Property Number:</b>	00074458	D4
Serial Number:	FP4GM91		Serial Number:	H2500200768	
Model Number:	DELL GX 520		Model Number:	RICOH AFICIO 270 COPYFAX	
Description:	DELL CHASSIS/M/K-DELL P4		Description:	COPIER	
Acquisition Date:	05/10/2006		Acquisition Date:	05/25/2000	
Current Value:	832.00		Current Value:	<del>10334.00</del> 10,395.00 <i>ML</i>	
Last seen location:	Bldg:92	Room:724B	Last seen location:	Bldg:01	Room:204

<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):

Property #00087782 is a Dell GX520 that was replaced by another Dell computer (14001315) and removed by Information Services at that time.  
 Property # 0074458 is a Ricoh copier that has been traded and was not on site when property inventory began for the 2014-2015 school year.

Measures being taken to prevent further loss:

Property checks for each room will be conducted and documented at the close of the school year in addition to the required checks for property inventory for the upcoming year.

  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

Mar 30, 2015  
 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: 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 \$ 1616.35.

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

<b>Property Number:</b>	54946	DY	<b>Property Number:</b>	62895	DY
Serial Number:	17440027		Serial Number:	62895USBBO030082	
Model Number:	C45100-00		Model Number:	C3980A	
Description:	CARPET/SHAMPOOER		Description:	PRINTER:HEWL/PACK LASERJET	
Acquisition Date:	5/17/94		Acquisition Date:	4/11/97	
Current Value:	809.00		Current Value:	807.35	
Last seen location:	Bldg:5	Room:533	Last seen location:	Bldg:92	Room:405

<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:

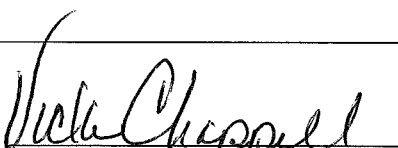
**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**


Explanation for missing asset(s):

These items were designated for surplus and we cannot account for their whereabouts.

Measures being taken to prevent further loss:

We will more closely monitor items on the surplus list.

  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

4-8-15  
 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: 0521-FIE 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 \$ 2091.49.

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

<b>Property Number:</b>	91872	D4	<b>Property Number:</b>	AV003760	D4
<b>Serial Number:</b>	2RHKBG1		<b>Serial Number:</b>	NA	
<b>Model Number:</b>	D830		<b>Model Number:</b>	8G967499	
<b>Description:</b>	Dell Laptop		<b>Description:</b>	Kids Deluxe Kitchen Set - Childcraft	
<b>Acquisition Date:</b>	06-12-08		<b>Acquisition Date:</b>	05-22-08	
<b>Current Value:</b>	1206.00		<b>Current Value:</b>	885.49	
<b>Last seen location:</b>	Bldg:05	Room:514	<b>Last seen location:</b>	Bldg:92	Room:861

<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 laptop seems to have gone missing over the previous summer during many technology updates and changes.  
 The kitchen set which is 7 years old is missing due to a transition of teachers in the prek classrooms.

Measures being taken to prevent further loss:

Proper property movement procedures are being reviewed and communicated with the faculty and staff.

  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

Mar 20, 2015  
 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: 0601 / Coppergate Elem SCHOOL YEAR: 2014-15

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 \$ 2678.83.

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

<b>Property Number:</b>	<u>85461</u> D4	<b>Property Number:</b>	<u>94687</u> D4
Serial Number:	<u>KRD52700C8</u>	Serial Number:	<u>M407070191</u>
Model Number:	<u>C1100</u>	Model Number:	<u>IRM 4500</u>
Description:	<u>LAPTOP: HP TABLET</u>	Description:	<u>INFRARED SOUND SYSTEM</u>
Acquisition Date:	<u>08/11/2005</u>	Acquisition Date:	<u>08/23/2007</u>
Current Value:	<u>\$1821.00</u>	Current Value:	<u>\$857.83</u>
Last seen location:	Bldg: <u>01</u> Room: <u>308</u>	Last seen location:	Bldg: <u>01</u> Room: <u>432</u>

<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):

THE TABLET WAS OBSOLETE AND NOT USED, THEREFORE NOT MISSED UNTIL INVENTORY  
THE SOUND SYSTEM WAS REMOVED FOR REPAIRS.

Measures being taken to prevent further loss:

ENFORCE THE CHECK-OUT PROCEDURES FOR REPAIR ITEMS.

[Signature]  
Property Manager's Signature

[Signature]  
Principal/District Administrator's Signature

3-30-15  
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: 0611-OLJ 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 \$ 2422.00.

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

<b>Property Number:</b>	00090128	D4	<b>Property Number:</b>	00090130	D4
Serial Number:	50XM9B1		Serial Number:	1DXM9B1	
Model Number:	D520		Model Number:	D520	
Description:	LAPTOP: LATTITUDE-DELL		Description:	LAPTOP: LATTITUDE-DELL	
Acquisition Date:	08-24-2006		Acquisition Date:	08-24-2006	
Current Value:	1211.00		Current Value:	1211.00	
Last seen location:	Bldg: 01	Room: 128	Last seen location:	Bldg: 01	Room: 128

<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 a major surplus of computers that were not compatible with the new conversion to windows 7, these two must have been lost in the shuffle.

Measures being taken to prevent further loss:

portable devices are now being tracked through destiny and turned in to the media center before the end of the school year

Paul A. Goodier  
 \_\_\_\_\_  
 Property Manager's Signature

Submit to  
 Principal/District Administrator

Anthony Williams  
 \_\_\_\_\_  
 Principal/District Administrator's Signature

Email to  
 Property Control

Mar 30, 2015  
 \_\_\_\_\_  
 Date

Digitally signed by Anthony Williams  
 DN: cn=Anthony Williams, c=us, email=apollone@occlay.net, c=US  
 Date: 2015.03.30 11:27:53 -0400

**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: 0769- St. Johns Country Day School 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 \$ 949.00.

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

<b>Property Number:</b>	00082195	p4	<b>Property Number:</b>	
Serial Number:	AMMC50305151		Serial Number:	
Model Number:	NECVT47		Model Number:	
Description:	Projector		Description:	
Acquisition Date:	6.05.06		Acquisition Date:	
Current Value:	\$949.00		Current Value:	
Last seen location:	Bldg:9	Room:U19	Last seen location:	Bldg: Room:

<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):

This item was lost during relocation of rooms / personnel in this building during the summer of 2014.

Measures being taken to prevent further loss:

This type item is no longer being used. All other inventory is currently up-to-date.

*[Signature]*  
Property Manager's Signature

*[Signature]*  
Principal/District Administrator's Signature

5/14/15  
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: 7005-CLAY VIRTUAL ACADEMY 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 \$ 1206.73.

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

<b>Property Number:</b>	95589	04	<b>Property Number:</b>	
Serial Number:	21TNG1		Serial Number:	
Model Number:	D830		Model Number:	
Description:	Laptop		Description:	
Acquisition Date:	May 22, 2008		Acquisition Date:	
Current Value:	1206.73		Current Value:	
Last seen location:	Bldg: 17	Room: 1723	Last seen location:	Bldg: Room:

<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):

The D series were all sent to surplus, I have not seen this since October 2012 and thought it went with the others.

Measures being taken to prevent further loss:

I am now keeping a paper trail of all laptops that have been sent to surplus. This way I can check my notes against what is in the computer.

Lori Theus  
Digitally signed by Lori Theus  
 DN: cn=Lori Theus, o=, email=loritheus@scsclay.net, c=US  
 Date: 2015.03.19 11:18:18 -0400  
 Property Manager's Signature

Lana Racine-Haffner  
Digitally signed by Lana Racine-Haffner  
 DN: cn=Lana Racine-Haffner, o=Clay County School Board, email=lrh@scsclay.net, c=US  
 Date: 2015.03.19 11:18:18 -0400  
 Principal/District Administrator's Signature

Mar 31, 2015  
 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: 9005-ESE 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 \$ 1,995.00.

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

<b>Property Number:</b>	10000211	D4	<b>Property Number:</b>	
<b>Serial Number:</b>	A296B6/9A0AAS566443		<b>Serial Number:</b>	
<b>Model Number:</b>	BREEZE		<b>Model Number:</b>	
<b>Description:</b>	laptop w/reading system		<b>Description:</b>	
<b>Acquisition Date:</b>	01/14/2010		<b>Acquisition Date:</b>	
<b>Current Value:</b>	\$1,995.00		<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg:01	Room:109	<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:

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

Teacher of the visually impaired checked out this equipment. The laptop was not working properly and she opened a service ticket. The technician said the laptop was not repairable. At that time the teacher did not request the item be surveyed and she lost track of the device.

Measures being taken to prevent further loss:

Procedures for surveying damaged or non repairable equipment has been reviewed with the teacher.

*Deborah Green*  
 Property Manager's Signature

*J. Roth*  
 Principal/District Administrator's Signature

March 23, 2015  
 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: 9009 - Sch Improvement 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 \$ 1165.48.

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

<b>Property Number:</b>	10011727	<b>Property Number:</b>	
<b>Serial Number:</b>	FZNV54	<b>Serial Number:</b>	
<b>Model Number:</b>		<b>Model Number:</b>	
<b>Description:</b>	Laptop Dell Latitude	<b>Description:</b>	
<b>Acquisition Date:</b>	12/17/09	<b>Acquisition Date:</b>	
<b>Current Value:</b>	1165.48	<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg:4	<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:

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

Due to location change and cost center change a laptop is missing. The PDC is a facility that is booked for a variety of meetings/trainings during the day as well as in the evening.

Measures being taken to prevent further loss:

The laptops are in a locked closet in the PDC and require a checkout form to leave the building.

  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

3/27/15  
 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: 9022-OPERATIONS 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 \$ 1550.00.

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

<b>Property Number:</b>	00066969	<i>Dt</i>	<b>Property Number:</b>	
Serial Number:	1204493		Serial Number:	
Model Number:	1998/1500		Model Number:	
Description:	Floor Machine/Whirlmatic		Description:	
Acquisition Date:	11091998		Acquisition Date:	
Current Value:	1550.00		Current Value:	
Last seen location:	Bldg:1	Room:101	Last seen location:	Bldg: Room:

<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):

The item went missing

Measures being taken to prevent further loss:

We will keep the majority of the custodial equipment in the same location.

Robin Gann  
 Property Manager's Signature

Submit to  
 Principal/District Administrator

Patrick B. Harvin  
 Principal/District Administrator's Signature

Email to  
 Property Control

Apr 15, 2015  
 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: 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 \$ 2,674.17.

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

<b>Property Number:</b>	45433	p4	<b>Property Number:</b>	89054	04
Serial Number:	n/a		Serial Number:	51TCC91	
Model Number:	TMT77		Model Number:	GX520	
Description:	KIT TELECOM SERVICE		Description:	Chassis/Monitor/Keyboard	
Acquisition Date:	6/13/1989		Acquisition Date:	0./09/2006	
Current Value:	752.17		Current Value:	870.00	
Last seen location:	Bldg:2	Room:16	Last seen location:	Bldg:1	Room:10

<b>Property Number:</b>	12000136	04	<b>Property Number:</b>		
Serial Number:	CO2GFOEFDJY8		Serial Number:		
Model Number:	ZOMF		Model Number:		
Description:	Laptop: Mac Book AIR		Description:		
Acquisition Date:	10/13/2011		Acquisition Date:		
Current Value:	\$1,052.00		Current Value:		
Last seen location:	Bldg:02	Room:17	Last seen location:	Bldg:	Room:

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**


Explanation for missing asset(s):

Property number 45433 and 89054 were probably moved to the new storage facility without proper paperwork procedures in place. In the transition from one building to another they may have become incomplete and subsequently discarded as trash.  
 Property number 12000136 was reported missing/lost /stolen on a separate correspondence

Measures being taken to prevent further loss:

Reviewed the proper check-out procedures with support personnel and discussed proper procedures for movement of any tagged asset even if it may be construed incomplete. Also discussed the need to secure any asset owned by the School District at all times.

  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

4/2/15  
 Date

Submit to  
Principal/District Administrator

Email to  
Property Control