

**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: 0020-FYC

SCHOOL YEAR: 2012-2013

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 \$ 1349.00.

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

<b>Property Number:</b>	00075237	<b>Property Number:</b>	
Serial Number:	11327TKLB	Serial Number:	
Model Number:		Model Number:	
Description:	IMAC 600MHZ	Description:	
Acquisition Date:	05/10/01	Acquisition Date:	
Current Value:	\$1349.00	Current Value:	
Last seen location:	Bldg:01	Room:001	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):

Cannot locate item. Has been transferred over the years.

Measures being taken to prevent further loss:

Will conduct property review at the beginning of next school year and review with teachers the process of transferring equipment.

Kim Cox

Property Manager's Signature

Submit to  
Principal/District Administrator

*Michelle Wenzel*  
Principal/District Administrator's Signature

Email to  
Property Control

Apr 29, 2013

Date

# GREEN COVE SPRINGS JUNIOR HIGH

JEFF UмбаUGH  
PRINCIPAL



MR. PAUL GOODIER  
VICE PRINCIPAL

MS. DEBBIE FISH  
ASST. PRINCIPAL

To: Charlie Van Zant, Clay County Schools Superintendent  
CC: Clay County School Board, Mr. Robert Johnson- Property Director (Clay County Schools)  
Subject: 2012-2013 Missing Property Assets from 0021 GCJ

Please remove the follow two assets from Green Cove Springs Junior High School active property inventory.

**00072299**

Teacher Cam w/illumine base  
Current value- \$825.00

**00060394**

Clark 600A Wet/Dry Vacuum  
Current value- \$802.00

The teacher cam originally purchased back in 1999 has been missing from the inventory for some time now. In speaking with our Science Dept. head, it is an item that would have no value being utilized in the current science curriculum.

The Clark Wet Vac is a very old machine, purchased back in 1997, it has likely been discarded by our custodial staff long ago. Thank you for seeing that these two items are removed from our inventory!

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Umbaugh".

Jeff Umbaugh, Principal  
3/11/2013

A handwritten signature in black ink, appearing to read "Paul Goodier".

Paul Goodier, Vice Principal (Property Manager)  
3/11/2013

Committed to Excellence

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0111-BLC SCHOOL YEAR: 2012-2013

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 909.00.

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

<b>Property Number:</b>	87967	<b>Property Number:</b>	
Serial Number:	GM9G61C128F	Serial Number:	
Model Number:	EPSON	Model Number:	
Description:	PROJECTOR POWERLITE	Description:	
Acquisition Date:	5/25/06	Acquisition Date:	
Current Value:	\$909.00	Current Value:	
Last seen location:	Bldg:92	Room:004	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):

87967- Suspect the projector was improperly removed during the classroom enhancement process. Exhaustive search on campus revealed no trace of the projector. Listed on previous year missing inventory.

Measures being taken to prevent further loss:

Property manager works very closely with IT to determine the electronic work being completed on campus. No property leaves the campus without the proper paperwork.

  
 Amanda George, AP BLC  
 Property Manager's Signature

  
 Principal/District Administrator's Signature

May 08, 2013  
 Date

Submit to  
 Principal/District Administrator

Email to  
 Property Control

# ORANGE PARK HIGH SCHOOL



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

**TREASURE PICKETT**  
PRINCIPAL

**ASSISTANT PRINCIPALS**  
Clayton Anderson  
Bill Fletcher  
Anthony Williams

Date: 03/28/2013

To: Superintendent Charlie Van Zant, Jr. and the Clay County School Board

Subject: Missing Inventory Totals for Computers/Equipment for 2012 – 2013 (OPHS)

Orange Park High School regrettably reports that we have 17 items still on the missing list for the 2012-13 school year. The original cost of these items totals \$20,760.41. Each of these items is listed on the attached spreadsheet, along with details regarding each item. This loss is due to negligence on our part in the areas of record keeping and improper surplus of items that have been broken or non-replaceable. To address these issues, we have appointed a new Property Manager who is required to do 100% audit twice a year and report the findings to the principal. By checking equipment in the beginning of the year and prior to summer, we feel that Orange Park High School will be able to have better grip on our inventory. Also, we plan on addressing the issue with our faculty, so they might understand the importance of checking everything through the property manager before moving or trading it with others.

Ultimately, we here at Orange Park High are working towards improving our school in every facet of education and the area of inventory is definitely associated with this goal. We feel that with the changes that we are implementing the problem of lost and missing inventory will decline significantly. Again, we apologize for the significant numbers but are assured that it will be prevented in the future. In saying this, we humbly ask to have all items listed on the missing item spreadsheet to be removed from the Orange Park High School inventory.

Please do not hesitate to contact either myself or our Property Manager, Clayton Anderson, if you have any questions regarding our school's inventory

Sincerely,

A handwritten signature in cursive script, appearing to read "Treasure Pickett".

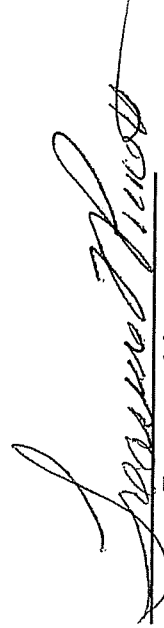
Treasure Pickett  
Principal

904-272-8115  
ttpickett@oneclay.net

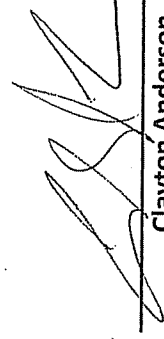
Attached: Missing Inventory List 2012-13

Cost Center	Missing Item	Description	Serial Number	Model Number	Purchase Date	Last Seen Location	Original Cost
OPH - 0252	12734	Chimes	16216	9180ch	1974	24, 022	\$800.00
OPH - 0252	56722	VCR / JVC	098xv0158	sr-s360u	1993	51, 002	\$800.00
OPH - 0252	57232	Cisco Router	250130709	2524	1997	01, 180F	\$2,860.00
OPH - 0252	62446	Heated Transport Cart	na	h302-128	1996	10, 128	\$778.95
OPH - 0252	66427	HUB/Chassis Etherway	5084286	1998	1998	04, 008A	\$1,879.76
OPH - 0252	77290	Projector	6473	lc4433	2002	01, 228	\$1,375.00
OPH - 0252	85317	Laptop	37013994865	dell d810	2005	92, 055	\$1,626.70
OPH - 0252	85495	Laptop	2ppftb1	d820	2006	92, 059	\$1,349.00
OPH - 0252	88015	Camcorder	386775	sondcrvd403	2006	02, 005	\$779.00
OPH - 0252	93805	TV	55423	ns-lcd37	2008	92, 035	\$755.00
OPH - 0252	93816	48 Channel Concole	343002068	etcsf1248	2008	21, 004	\$1,295.00
OPH - 0252	93830	Copier Cannon	mndo2305	ir105	2008	20, 018A	\$800.00
OPH - 0252	93835	Projector	vt6958201379fj	nec-vt695	2008	01, 222	\$824.00
OPH - 0252	93942	Computer	h3713d1	optiplex 745	2007	01, 103A	\$880.00
OPH - 0252	93986	Computer	6qc13d1	optiplex 745	2007	51, 006	\$880.00
OPH - 0252	95555	Projector	jfk7804501	1705c	2007	01, 208	\$1,075.00
OPH - 0252	AV001762	Metric Panel	na	na	1994	01, 220	\$2,003.00

\$20,760.41



Treasure Pickett  
Principal



Clayton Anderson  
Property Manager

KEYSTONE HEIGHTS ELEMENTARY SCHOOL  
"Where Every Kid Is A Winner"

MARY S. MIMBS  
Principal

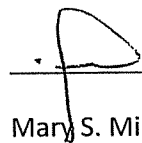



ANGELA M. GENTRY  
Assistant Principal

To: School Board/Superintendent

Cost Center: Keystone Heights Elementary School – 0301  
Asset Number: 71033  
Serial Number: 11C09425153  
Model Number: 60500 144/145  
Purchase Date: 10/12/2000  
Last Seen Location: Building 92/Room 772  
Current Value: \$795.48  
Reason Missing: Tech employee and I feel confident that it was in a pile of equipment for surplus.

KHE is requesting that the above item be removed from our inventory and to prevent it from happening in the future we will double check items that are in surplus areas against the surplus lists that are sent in to the county office.

  
Mary S. Mimbs, Principal

  
Angela M. Gentry, Property Manager

**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: 2012-2013

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 \$ 11345.02.

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

<b>Property Number:</b>	00069379 ✓	<b>Property Number:</b>	00075179 ✓
Serial Number:	908311857	Serial Number:	C50145660001
Model Number:	XG-NV4SU	Model Number:	TEKRES P3 1GHZ
Description:	Projector-Sharp	Description:	Chassis/Monitor/Keyboard
Acquisition Date:	08/26/1999	Acquisition Date:	05/23/2002
Current Value:	\$3059.00	Current Value:	\$1057.00
Last seen location:	Bldg:01      Room:192	Last seen location:	Bldg:92      Room:13

<b>Property Number:</b>	00078517 ✓	<b>Property Number:</b>	00081951 ✓
Serial Number:	6Y0W561	Serial Number:	8HGGP41
Model Number:	DELL 280GX P4	Model Number:	DELL LATITUDE D505
Description:	Chassis/Monitor/Keyboard	Description:	LAPTOP
Acquisition Date:	01/13/2005	Acquisition Date:	06/24/2004
Current Value:	\$869.00	Current Value:	\$1554.87
Last seen location:	Bldg:92      Room:80	Last seen location:	Bldg:92      Room:04

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

Items were not tracked properly for several years. As of November of last year new tracking procedures were put in place and these are the items that have not been located.

Measures being taken to prevent further loss:

New tracking procedures were put in place for anytime an asset is moved from its assigned location.

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

Susan Sailor  
Digitally signed by Susan Sailor  
 DN: cn=Susan Sailor, o=Clay County School Board, email=susan.sailor@claycounty.net, c=US  
 Date: 2013.05.03 08:37:08 -0400  
 \_\_\_\_\_  
 Principal/District Administrator's Signature

May 03, 2013  
 \_\_\_\_\_  
 Date

Submit to  
 Principal/District Administrator

Email to  
 Property Control

**PAGE TWO**  
**ANNUAL MISSING PROPERTY INVENTORY**  
**(\$750.00 & ABOVE – CAPITALIZED TAGGED ASSETS)**

(The required information can be found on the Terms database. Use additional space only if page one is full)

<b>Property Number:</b>	09000288 ✓	<b>Property Number:</b>	10000121 ✓
Serial Number:	5R34PH1	Serial Number:	E9HK00355
Model Number:	E6400	Model Number:	AG-DVC20
Description:	LAPTOP	Description:	CAMCORDER
Acquisition Date:	12/18/2008	Acquisition Date:	10/22/2009
Current Value:	\$1177.57	Current Value:	\$1199.00
Last seen location:	Bldg:92      Room:26	Last seen location:	Bldg:93      Room:29

<b>Property Number:</b>	AV001652 ✓	<b>Property Number:</b>	AV001659 ✓
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:	VIDEO:DRUG/ALCOHOL	Description:	VIDEO:SELF-ESTEEM
Acquisition Date:	6/30/1993	Acquisition Date:	6/30/1993
Current Value:	\$1214.29	Current Value:	\$1214.29
Last seen location:	Bldg:92      Room:17	Last seen location:	Bldg:92      Room:17

<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:



# S. Bryan Jennings Elementary School

215 Corona Drive – Orange Park, FL 32073

Phone: (904) 213-3021

[www.clay.k12.fl.us/sbj](http://www.clay.k12.fl.us/sbj)

Fax: (904) 213-3014

Mrs. Tiffany Outman  
Principal

Ms. Amy Dyal  
Assistant Principal

Date: March 1, 2013

To: Clay County School Board

Subject: Missing Inventory 2012 – 2013 School Year

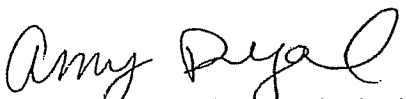
S. Bryan Jennings Elementary has one missing inventory item with a total purchase value of \$1125.00. The item is a Ricoh FT 3320 Copier CCSB #49844, purchased on 4/23/1993.

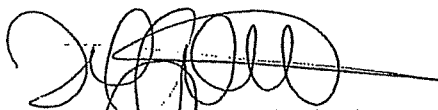
We have searched for this item extensively. This copier has not been serviced since 2/8/2001.

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.

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

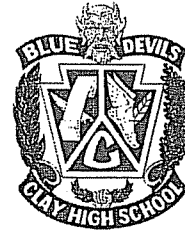
Sincerely,

  
Amy Dyal, Assistant Principal

  
Tiffany Outman, 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  
MATTHEW LEWIS, ASSISTANT PRINCIPAL

CARY DICKS, VICE PRINCIPAL  
FRANCES CELIS, ASSISTANT PRINCIPAL

---

To School Board/ Superintendent

Clay High School

Asset # 00023600, 00029100, 00053700, 00092605, 00083134

Serial # 870243, HH190011, 762-809230, 386052, 9SMKS61

Model-N/A, N/A, 1994, YEP-201M, GX280

Purchase Date: 08-20-81, 5/09/83, 4/19/94, 6/14/07, 3/10/05

Last Seen: Band Instruments Bld. 11 Room 1114, Computer Bld. 11, Room 1104

Current Value: 1,419.00, 2,995.00, 1,335.00, 1,391.00, 869.00

Reason Missing: Band instruments were checked out to a student or loaned to another school and not returned. Action to prevent from happening again is to have band director keep better records and School property manager will do a more thorough inventory check. Computer was not being used and placed under a desk in office-haven't located. We are requesting that these items be removed from our inventory.

Mr. Peter J. McCabe,  
Principal Clay High School

Mr. W. Cary Dicks,  
Property Manager/Vice Principal

*W. Cary Dicks*  
3/12/13

# Lakeside Junior High School

2750 Moody Avenue ✦ Orange Park, FL 32073 ✦ (904) 213-1800 ✦ Fax (904) 213-2987  
<http://www.clay.k12.fl.us/ljh/>

Jennifer Roach      John W. Green Jr.      Rex Knight      Lloyd Patterson  
Vice Principal      Principal      Assistant Principal      Activities Director  
(904) 213-1801      (904) 213-1802      (904) 213-1811      (904) 213-1872

---

Date: March 18, 2013

To: Charlie Van Zant, Superintendent  
Clay County School Board

Subject: Missing Inventory 2012-2013 School Year (Greater than \$750)

Lakeside Junior High (Cost Center 0351) has the following missing items with a value greater than \$750:

ASSET #	VALUE	YEAR
46492	\$ 1,480.00	1991
47976	\$ 2,581.00	1993
52731	\$ 889.00	1996
60868	\$ 1,395.00	1997
65427	\$ 1,696.56	1997
71686	\$ 1,020.00	2002
80757	\$ 1,349.00	2004
84446	\$ 1,327.41	2006
84450	\$ 1,327.41	2006
89798	\$ 1,794.00	2006
95869	\$ 880.02	2008
<b>TOTAL</b>	<b>\$ 15,739.40</b>	

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,



John Green, Principal  
Lakeside Junior High School

**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: 2012-2013

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 \$ 1933.07.

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

<b>Property Number:</b>	00081384	<b>Property Number:</b>	00066614
<b>Serial Number:</b>	SJPBFG19351	<b>Serial Number:</b>	N/A
<b>Model Number:</b>	HP 2300	<b>Model Number:</b>	98
<b>Description:</b>	HP LASERJET 2300	<b>Description:</b>	HP LASERJET 6MP
<b>Acquisition Date:</b>	05/13/2004	<b>Acquisition Date:</b>	08/19/1998
<b>Current Value:</b>	913.55	<b>Current Value:</b>	1019.52
<b>Last seen location:</b>	Bldg:03      Room:309	<b>Last seen location:</b>	Bldg:03      Room:319

<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):

These two printers are old and were in the survey room to be surveyed. It is believed these items were surveyed some last year, and just not removed from the TERMS system.

Measures being taken to prevent further loss:

We have a system in place that before any items are transferred to a new location the property manager must be notified. Once those items are moved, an email is to be sent to the property manager so that the changes can be made in the TERMS system.

T. Chereese Stewart  
 Property Manager's Signature

David J. McDonald  
 Principal/District Administrator's Signature

May 01, 2013  
 Date

Submit to  
 Principal/District Administrator

Email to  
 Property Control

To: School Board / Superintendent

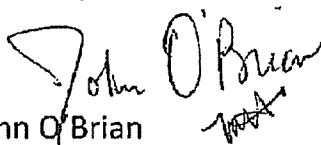
**Cost Center** Middleburg High School MHS -0391 or District

LOST ASSET	Serial Number	Purchased Year	Last Seen Location	VAULE OF LOST ASSET	Description	Reason for Missing
70470	n/a	1998	01/067	\$1,382.32	CMK	broken
72955	n/a	2001	01/067	\$1,076.16	CMK	broken
81036	2710110105	2004	01/159	\$1,495.00	Projector	removed when enhanced
88860	GM9G62A226F	2006	01/136	\$909.00	Projector	removed when enhanced
90152	D3W7Y91	2006	01/192	\$1,211.79	LAPTOP	employee changed buildings
91820	G72A2996	2007	01/240	\$1,806.00	Projector	removed when enhanced
97856	G9P4GH1	2008	01/067	\$880.02	CMK	broken
97866	BBQ4GH1	2008	01/067	\$880.02	CMK	broken
<b>TOTAL</b>				\$9640.31		

In an effort to prevent any items from being lost again we have established a Property Request Sheet for property movement. We have also enforced the checking -in and checking-out of property paperwork.

We are requesting that the Board remove the above items from the Cost Center, 0391-MHS inventory.

Sincerely,

  
John O'Brian

  
Abby Neal

# Ridgeview Elementary School

421 Jefferson Avenue • Orange Park, Florida 32065-6791

Phone: (904) 213-5800

www.clay.k12.fl.us/rve

Fax: (904) 213-2960

Mr. Dana L. Archibald  
Principal

Ms. Judith McHugh-Clark  
Assistant Principal

March 14, 2013

To: Mr. Charlie VanZant and the Clay County School Board

Ridgeview Elementary School has the following missing items from the annual property inventory for 2013. We have searched for the following item all year to no avail:

**SDCC #49616 Mixer: 8 channel & equalizer crate \$930.18**

This piece of equipment is over 20 years old. It is no longer functional, and it was replaced with updated equipment. The mixer should have been surveyed, but was not.

We ask you to write off the above item totaling \$930.18 from our inventory. We are working to improve our property procedures, and will strive to return to 100% accuracy in future property audits.

Respectfully submitted,



Ms. Judith McHugh-Clark, Property Manager



Dana Archibald, Principal

**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: 2012-2013

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 \$ 865.00.

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

<b>Property Number:</b>	83425	<b>Property Number:</b>	
<b>Serial Number:</b>	8PK9J71	<b>Serial Number:</b>	
<b>Model Number:</b>	Dell GX280 P4	<b>Model Number:</b>	
<b>Description:</b>	Dell	<b>Description:</b>	
<b>Acquisition Date:</b>	06/09/2008	<b>Acquisition Date:</b>	
<b>Current Value:</b>	\$865.00	<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg:92	Room:705	<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):

The Item was placed in the room to be surplussed. The item had not been put on the surplus list and may have accidentally been picked up with other surplus items. The hard drive had already been removed and the computer was broken.

Measures being taken to prevent further loss:

Spoke to the school tech who moves items to surplus. Discussed the importance of keeping items separated until they have been placed on the surplus list.

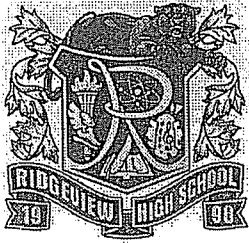
  
 Property Manager's Signature

Submit to  
 Principal/District Administrator

  
 Principal/District Administrator's Signature

Email to  
 Property Control

5-7-13  
 Date



# Ridgeview High School

466 Madison Avenue  
Orange Park, Florida 32065

Date: April 5, 2013

To: Clay County School Board

Subject: Missing Inventory 2012-2013 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>
55606	(\$1295)	1994	72665	(\$1157)	1999
78390 ✓	(\$1014)	2002	81456	(\$885)	2004
85749 ✓	(\$879.95)	2004	88085	(1349)	2007
88850 ✓	(1211)	2006	91119	(880)	2006

Total: ~~\$8,659.95~~ \$8670.95 (Range)

I have searched extensively for the missing property, and unfortunately have not been able to locate the missing items at our cost center. I feel that we have surveyed some items during earlier years.

In response, I will be educating our staff in two areas. First, instruct all staff not to let any equipment be removed without a receipt being given. Second, instruct 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, Vice Principal

Deborah Segreto, Principal



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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0481-LAJ

SCHOOL YEAR: 2012-2013

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 5,427.58 *PA*

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

<b>Property Number:</b>	Tuba <u>86638</u> <i>(PA)</i>	<b>Property Number:</b>	86642
<b>Serial Number:</b>	367102	<b>Serial Number:</b>	697381
<b>Model Number:</b>	SElmer	<b>Model Number:</b>	DFHH379
<b>Description:</b>	Tube	<b>Description:</b>	Horn (Holton Nickel)
<b>Acquisition Date:</b>	01/12/06	<b>Acquisition Date:</b>	07/21/05
<b>Current Value:</b>	1,999	<b>Current Value:</b>	1,569
<b>Last seen location:</b>	Bldg: 2      Room: 216	<b>Last seen location:</b>	Bldg: 2      Room: 216

<b>Property Number:</b>	86777	<b>Property Number:</b>	
<b>Serial Number:</b>	H00939	<b>Serial Number:</b>	
<b>Model Number:</b>	378L	<b>Model Number:</b>	
<b>Description:</b>	Tuba 3/4	<b>Description:</b>	
<b>Acquisition Date:</b>	04/03/06	<b>Acquisition Date:</b>	
<b>Current Value:</b>	1,859.58 <i>(PA)</i>	<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg: 2      Room: 216	<b>Last seen location:</b>	Bldg:      Room:

**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

We have exhausted our search for the missing property and unfortunately have been unable to locate the missing items at our cost center. The items were reported missing this past summer.

Measures being taken to prevent further loss:

In response, I have educated the staff member the proper movement and removal of inventory items. I will continue to monitor all property at this cost center and strive for a 100% audit for next year.

David Burke  
 Property Manager's Signature

Cathy Richardson  
 Principal/District Administrator's Signature

Apr 30, 2013  
 Date

Submit to  
 Principal/District Administrator

Email to  
 Property Control



Home of the Wildcats!

# Wilkinson Elementary School

4965 County Road 218 Middleburg, FL 32068  
Phone 904-291-5420 Fax 904-291-5425

*Dr. Emily Weiskopf*  
Principal

*Heather Teto*  
Assistant Principal

*Diana Rabidoux*  
Assistant Principal

---

To: Clay County School Board Members and Charlie Van Zant, Superintendent  
From: Dr. Emily Weiskopf, Principal  
Via: Heather M. Teto, Administrative Property Manager

Subject: Wilkinson Elementary School (WES) – 0491 – Missing Inventory

Following an extensive audit of the inventory at Wilkinson Elementary School, it is noted that there are two pieces of property that are missing.

<u>Asset number</u>	93308
<u>Serial number</u>	BQZDHD1
<u>Model number</u>	Dell Laptop – Latitude D520
<u>Purchase Date</u>	09/27/07
<u>Last Location</u>	Building 1 Room 104
<u>Current Value</u>	1,139.00
<u>Reason missing</u>	Reason Unknown
<u>Asset number</u>	82565
<u>Serial number</u>	9633051
<u>Model number</u>	Dell P4 Desktop Computer
<u>Purchase Date</u>	06/24/04
<u>Last Location</u>	Building 5 Room 512
<u>Current Value</u>	844.00
<u>Reason missing</u>	Reason Unknown (possibly surveyed)

We respectfully request that the board remove these items from Wilkinson Elementary's inventory.

Sincerely,

A handwritten signature in cursive script that reads "Dr. Emily Weiskopf".

Dr. Emily Weiskopf  
Principal

A handwritten signature in cursive script that reads "Heather M. Teto".

Heather M. Teto  
Administrative Property Manager

**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: 0501

SCHOOL YEAR: 2012-2013

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 \$ 1248.00.

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

<b>Property Number:</b>	85789	<b>Property Number:</b>	
<b>Serial Number:</b>	W8605G2TUZN	<b>Serial Number:</b>	
<b>Model Number:</b>	IMACA1173	<b>Model Number:</b>	
<b>Description:</b>	CMK IMAC Computer	<b>Description:</b>	
<b>Acquisition Date:</b>	04/13/2006	<b>Acquisition Date:</b>	
<b>Current Value:</b>	1248.00	<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg:02	Room:218	<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):

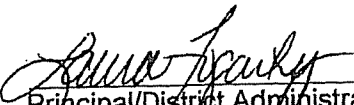
This particular computer was prepared for inventorying as it was outdated and no longer functioning. It was placed on our stage (should have been 208 in Terms, not 218 which was a clerical error), where we have an area for assets to be housed as they await pick up by the county office. This has been out procedure for the two years that I have been here at Tynes. Mr. Johnson and I have had conversations about this piece of equipment, (see attached for additional)

Measures being taken to prevent further loss:

Non-functional computers awaiting pickup for inventorying are no longer being housed on the stage, but rather are being housed in a more secure area (a locked closed inside of a locked hallway). Further, more diligence when computers are picked up with additional checking of surplus lists to track equipment being taken off campus.

  
 Property Manager's Signature

Submit to  
 Principal/District Administrator

  
 Principal/District Administrator's Signature

Email to  
 Property Control

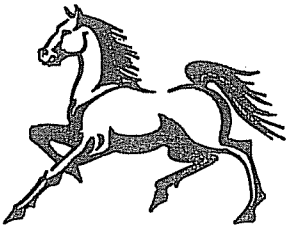
May 03, 2013  
 Date

0501-TES

(continued from form PRO-2-3423)

and he had previously checked it off on his inventory audit checklist as being on the stage ready for pick-up. This I-Mac computer, to many people, looks like just a monitor, but is rather a computer and monitor in one piece of equipment. As a result, I believe there is the possibility that it was picked up and taken with the other inventory items and not checked off the list as being picked up. As it was a non-functional and fully prepared computer for inventory pick-up with hard drive removed, the current value would be significantly lowered from what is listed in Terms. Please note, I have also walked every inch of this campus looking for this asset and have done so more than once. The very last place it was seen was on the dock awaiting pick-up with other inventoried computers/assets.

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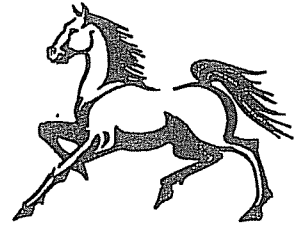


*Marcus Dosley  
Principal*

# *McRae Elementary School*

*"Home of the Mavericks"*

*6770 County Road 315C  
Keystone Heights, Florida 32656  
Phone: 352-473-5686  
Fax: 352-473-5148*



*Vicki Chappell  
Assistant Principal*

March 18, 2013

To: School Board / Superintendant

**Cost Center** McRae Elementary - 0511

**Asset number** 81525

**Serial number** 96HGY71

**Model number** Dell GX280 P4

**Purchase Date** 8/11/2005

**Last seen location** (82-405)

**Current Value** \$790.00

**Reason missing:** scheduled for surplus and then it disappeared

We will monitor the surplus items more closely and request pick-up sooner

Request board removal from inventory

Principal

Property Manager



# Fleming Island High School

2233 Village Square Parkway

Fleming Island, FL 32003

Phone: (904) 541-2100

Fax: (904) 541-2110

Thomas E. Pittman  
Principal

Teresa Hankel  
*Vice Principal*

John Chappell  
*Assistant Principal*

Greg Henderson  
*Assistant Principal*

Becky Murphy  
*Assistant Principal*

To: School Board of Clay County

Mr. Charles Van Zant, Superintendent of Schools

Cost Center: 0551

Date: 2-28-2013

Asset #:79368-Display Case, Serial# NA, Model333-6425 Purchase Date 6-26-03, Last Seen 1/172, Value \$1190.45

Asset#79598- Chassis, S/N HMJXX21, Model GX270T, Purchase Date 7-24-03, Last Seen 93/048, Value \$1311.00

*Reason for missing: 79368* past previous personnel informed me this item was being prepared for survey after the district audit last year. There was no documentation of evidence in a survey found in records.

*Reason for missing: 79598* Teacher who was responsible for this computer told me that this asset was submitted to last year's technology personnel for repair but was never returned. Exhausted effort was not successful and calls to past personnel yielded no recovery for this asset.

Because I was not in control of the inventory the previous year I was not able to locate these assets. I will be aware of all assets assigned to this cost center during my assigned duty as property manager. I request the School Board to please remove the above stated assets from the inventory of Fleming Island High School.

Principal

Property Manager

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0661-OHS SCHOOL YEAR: 2013-2014

The following asset(s) are missing from the property inventory. The total value of the listed items below and on the addendum page (if applicable) equals \$ 2,442.59.

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

Property Number:	11000059	Property Number:	00089115
Serial Number:	7obtqm1	Serial Number:	BJFPLB1
Model Number:	E6410	Model Number:	D820
Description:	Dell Latitude Laptop	Description:	Dell Latitude Laptop
Acquisition Date:	09/23/2010	Acquisition Date:	08/24/2006
Current Value:	1093.59	Current Value:	1349.00
Last seen location:	Bldg: 01      Room: 258	Last seen location:	Bldg: 01      Room: 258

Property Number:		Property Number:	
Serial Number:		Serial Number:	
Model Number:		Model Number:	
Description:		Description:	
Acquisition Date:		Acquisition Date:	
Current Value:		Current Value:	
Last seen location:	Bldg:      Room:	Last seen location:	Bldg:      Room:

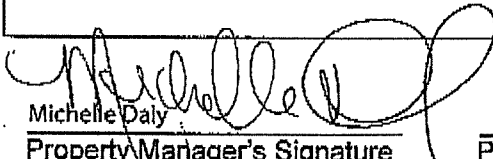
**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**


Explanation for missing asset(s):

Teacher that laptop has been assigned to is no longer CCSD employee

Measures being taken to prevent further loss:

No laptops are being checked out to this classroom

  
 Michelle Daly  
 Property Manager's Signature

  
 David Boehm  
 Principal/District Administrator's Signature

May 06, 2013  
 Date



# ClayVirtual

a c a d e m y

## Memorandum

To: School Board/Superintendent

From: Dr. Saryn L. Hatcher, Principal

RE: Property, Cost Center 7005

---

Date: April 15, 2013

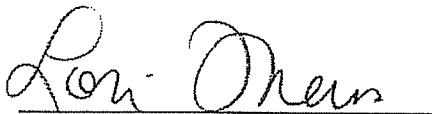
Property #: 95586 Serial: # 41TN9G1 Purchase Date: 5/22/2008 Current Value: \$1206.73

This laptop was checked out to Jeannie Baker, parent of CVA student, on August 30, 2011. It was not working properly and when she returned it to the TTC she was issued laptop 95570. Parent returned laptop 95570 Mach 8, 2013.

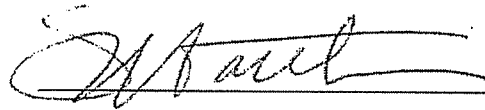
I became the property manager after I was hired in July, 2012. Mr. Johnson went over property guidelines with me and we created a process to help me keep track of all of our property.

Clay Virtual Academy is requesting the board remove the identified inventory from CVA's cost center.

Thank you,



Lori Theus, Property Manager



Dr. Saryn L. Hatcher, Principal





Charlie Van Zant, Jr.  
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*  
Tina Bullock  
*District 3*  
Johnna McKinnon  
*District 4*  
Lisa Graham  
*District 5*

April 29, 2013

Mr. Charlie Van Zant, Jr.  
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. Van Zant and School Board Members:

The Exceptional Student Education Department has two missing items totaling \$2,502.00 from the 2012/2013 Inventory. Listed below are the property numbers, description of each item, initial cost, and summary of the loss.

# 73884 - BOARD:SUPINE E40 51" W/ACCESSORIES, no serial number, purchased June 6, 2000 for \$1252.00. 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.

#12000971 - SYSTEM: FM - PHONAK NIOS S H20 III, serial number 1214X0KL0, purchased for \$1250.00 on June 7, 2012. This item was with a student at Charles E. Bennett Elementary before her lunch period. Upon returning to class the equipment was not with the student. She had it on her lunch tray during lunch. It is believed the item was accidentally thrown out when the student disposed of her uneaten lunch. Inservice has provided to school personnel to prevent this from happening in the future.

We are requesting these items be removed from our inventory.

Sincerely,

Terry Roth  
ESE Director

Debbie Green  
ESE Property Manager

**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: 2012-2013

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 \$ 2898.00.

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

<b>Property Number:</b>	00066699	<b>Property Number:</b>	
<b>Serial Number:</b>	001314790	<b>Serial Number:</b>	
<b>Model Number:</b>	Sharp PG-D12OU	<b>Model Number:</b>	
<b>Description:</b>	Projector w/carry bag	<b>Description:</b>	
<b>Acquisition Date:</b>	6/29/2000	<b>Acquisition Date:</b>	
<b>Current Value:</b>	2898.00 <i>Long</i>	<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg: HC Long   Room: 112	<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):

It had been under the desk for years and a few supervisors later it got moved around and was thought to have been surplus.

Measures being taken to prevent further loss:

Checking property more often and surplus any unused equipment.

*Margaret Lawische*  
 Property Manager's Signature

*De Emily Kersch*  
 Principal/District Administrator's Signature

May 02, 2013  
 Date

Submit to  
 Principal/District Administrator

Email to  
 Property Control

U  
INTER-OFFICE COMMUNICATION  
TITLE I/INSTRUCTIONAL PROJECTS

TO: Charlie VanZant, Jr. / Superintendent  
School District of Clay County School Board

DATE: April 2, 2013

COST CTR: 9106

RE: Property missing from Title I district inventory

ASSET #: 09000832

---

SERIAL #: 334B5J1

MODEL : Computer- Teacher Station: C/K/M/PRT/WEB CAM

PURCHASE DATE: 8/13/09


LAST SEEN LOCATION: W. E. Cherry Elementary School/Media Center


Current Value: \$2,946.00


When updating the property inventory for the School District of Clay County Title I department it was discovered that a piece of equipment could not be located. The location of this piece of equipment was documented and confirmed as of February 2012 but its property number did not appear in subsequent inventories.

As a result, we have moved all of our equipment to a more secure location where our Tech. Specialist will be the only person with access. We have devised a checkout system that will enable the Tech. Specialist to report inventory changes on a monthly basis.

We are requesting that the School District of Clay County School Board remove this property from the Title I inventory.

  
Dewitt Lewis, Jr.  
Director/Instructional Projects

  
Billy Schofield  
Instructional Projects Tech. Specialist

  
Nancy Carney  
Property Manager/Title I

cc: Mr. Robert Johnson, School District of Clay County/Property Coordinator

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9113-TTC SCHOOL YEAR: 2012-2013

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>	10011408	(D4)	<b>Property Number:</b>	
<b>Serial Number:</b>	9VHBYK1		<b>Serial Number:</b>	
<b>Model Number:</b>	E6400		<b>Model Number:</b>	
<b>Description:</b>	Dell Latitude Laptop		<b>Description:</b>	
<b>Acquisition Date:</b>	10/08/2009		<b>Acquisition Date:</b>	
<b>Current Value:</b>	1165.48		<b>Current Value:</b>	
<b>Last seen location:</b>	Bldg:10	Room:1003	<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:

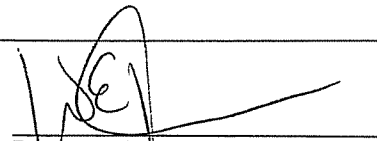
**THE FOLLOWING QUESTIONS MUST BE COMPLETED:**

Explanation for missing asset(s):

This item was probably checked out but the paperwork was not returned. Hopefully, it will resurface.

Measures being taken to prevent further loss:

Remind everyone that property needs to be checked out properly.

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

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

Apr 29,2013  
 \_\_\_\_\_  
 Date

Submit to  
 Principal/District Administrator

Email to  
 Property Control