

# GREEN COVE SPRINGS JUNIOR HIGH

DR. SARYN L. HATCHER  
PRINCIPAL



MR. PAUL GOODIER  
VICE PRINCIPAL

MS. DEBBIE FISH  
ASST. PRINCIPAL

To: Ben Wortham, Clay County Schools Superintendent  
CC: Clay County School Board, Mr. Robert Johnson- Property Director (Clay County Schools)  
Subject: 2011-2012 Missing Property Assets from 0021 GCJ

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

**00074050**

Sharp LCD projector  
Current value- \$2796.00

**00080562**

Phillips SVGA projector  
Current value- \$1295.00

**AV001658**

Video- self esteem curr.  
Current value- \$1214.29

The two projectors were likely removed by IS because both are old models and were replaced with non-capital (less expensive) projectors. The AV video series is very old and has been missing for at least five years. In any event, none of the three are no longer located on our campus and should be removed from our inventory.

Thank you for seeing that they are removed!

Sincerely,

A handwritten signature in cursive script, appearing to read "Saryn Hatcher".

Saryn Hatcher, Principal  
3/8/2012

A handwritten signature in cursive script, appearing to read "Paul Goodier".

Paul Goodier, Vice Principal (Property Manager)  
3/8/2012

Committed to Excellence

# Grove Park Elementary School

Where Great Minds Come To Grow!



1643 Miller Street

Orange Park, FL 32073

Main Office: 278-2010 Fax Number: 278-2015

Linda Pratt  
Principal

Anthony Bradley  
Assistant Principal

DATE: 03/30/12

TO: Superintendent

SUBJ: Missing Inventory for Computers/Equipment for 2011-2012

As a result of the 2011-2012 Annual Audit the following item over \$750.00 in value are "MISSING":

CCSD 90207 GATEWAY LCD PROJECTOR \$909.00

The projector was last seen in Rm 44, our surplus equipment storage. To ensure no future lost of equipment training has been conducted on the correct use of the property movement form prior to any items being moved between rooms.

Sincerely,

Linda Pratt

Principal

Grove Park Elementary

Anthony Bradley

Property Manager



# ORANGE PARK HIGH SCHOOL

"HOME OF THE RAIDERS"

TREASURE PICKETT  
Principal

MICHAEL ELIA  
WILLIAM FLETCHER  
ANTHONY WILLIAMS  
Assistant Principals

Date: March 26,2012

To: Clay County School Board

Subject: Missing Inventory 2011-2012 School Year

Orange Park High School has a missing inventory list of 30 items with a total purchase value of \$48,429.64. The items are listed and attached to this letter. We have searched for this missing property and have not been able to locate the missing items. I have communicated with faculty and staff, and we are unable to determine when the items went missing.

We have policies and procedures for tracking items assigned to our cost center. Staff and teachers are informed of the policy for transferring property for proper tracking of property. We are planning on conducting an in-service for our staff and teachers on these policies and procedures upon returning for the school year of 2012-2013.

I am requesting the removal of the items on this attached list from our property inventory.

Thank you,

William Fletcher, Assistant Principal

Treasure Pickett, Principal

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

"An Equal Opportunity Employer"

	OPH -0252 missing items 2011-2012	
Missing Items	Location/ Building / Room	Current Value
13640	12/146	\$3,759.89
29390	92/006	\$1,345.00
36594	01/181A	\$1,197.00
36624	24/022	\$945.00
37816	24/022	\$2,050.00
37982	24/022	\$2,300.00
37986	24/022	\$1,105.00
43376	24/022	\$800.00
48451	24/022	\$2,600.00
52139	51/007	\$1,808.73
57308	92/010	\$769.95
57309	92/010	\$769.95
57326	92/010	\$799.95
60192	12/116	\$897.30
61294	19/005	\$4,725.00
73235	24/022	\$989.00
77104	92/061	\$1,308.00
77709	92/006	\$1,140.00
80020	92/011	\$2,580.96
83269	01/212	\$869.00
84785	92/006	\$5,596.00
87125	20/001	\$991.98
88014	01 / 027	\$816.00
90331	20/014	\$880.00
91718	01/204	\$880.00
93771	92/027	\$1,139.00
93777	01 / 127	\$1,139.00
95554	1 / 108	\$1,075.00
96146	01/127	\$1,206.73
11000911	24/022	\$1,086.25
AV004983	1 / 109	\$859.95
	Total	\$48,429.64

# KEYSTONE HEIGHTS JR./SR. HIGH SCHOOL

DR. SUSAN H. SAILOR  
PRINCIPAL

JUSTIN L. WILLIAMS  
VICE PRINCIPAL



LINDA F. M<sup>C</sup>G<sup>H</sup>G<sup>H</sup>Y  
ASST. PRINCIPAL

Brian G. Cox  
ASST. PRINCIPAL

To: School Board / Superintendant

April 2, 2012

Missing Inventory Report:

The following items should be included as missing inventory for Keystone Heights Junior/Senior High School – 0311.

1.

<b><u>Cost Center</u></b>	<b>Keystone Heights Junior/Senior High School-0311</b>
<b><u>Asset Number</u></b>	00037727
<b><u>Serial Number</u></b>	L4HE02764
<b><u>Model Number</u></b>	AG2200
<b><u>Purchase Date</u></b>	02/21/1985
<b><u>Last seen Location</u></b>	Building 1 Room 168
<b><u>Current Value</u></b>	\$769.70

2.

<b><u>Cost Center</u></b>	<b>Keystone Heights Junior/Senior High School-0311</b>
<b><u>Asset Number</u></b>	00060739
<b><u>Serial Number</u></b>	N/A
<b><u>Model Number</u></b>	150
<b><u>Purchase Date</u></b>	08/05/1996
<b><u>Last seen Location</u></b>	Building 1 Room 151
<b><u>Current Value</u></b>	\$1,813.50

3.

<b><u>Cost Center</u></b>	<b>Keystone Heights Junior/Senior High School-0311</b>
<b><u>Asset Number</u></b>	00064473
<b><u>Serial Number</u></b>	003242281

<u>Model Number</u>	1997
<u>Purchase Date</u>	10/14/1997
<u>Last seen Location</u>	Building 1 Room 160
<u>Current Value</u>	\$1,561.28

4.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00075101
<u>Serial Number</u>	Z100-010
<u>Model Number</u>	TA10-79
<u>Purchase Date</u>	10/11/2001
<u>Last seen Location</u>	Building 18 Room 017
<u>Current Value</u>	\$799.00

5.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00078548
<u>Serial Number</u>	C31127-001
<u>Model Number</u>	TEKRES
<u>Purchase Date</u>	08/28/2003
<u>Last seen Location</u>	Building 1 Room 170
<u>Current Value</u>	\$805.00

6.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00081948
<u>Serial Number</u>	1JGPP41
<u>Model Number</u>	D505
<u>Purchase Date</u>	06/24/2004
<u>Last seen Location</u>	Building 6 Room 605
<u>Current Value</u>	\$1,554.87

7.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00084246
<u>Serial Number</u>	KRD5200031
<u>Model Number</u>	TC-1100
<u>Purchase Date</u>	06/23/2005
<u>Last seen Location</u>	Building 1 Room 170

<u>Current Value</u>	\$1,771.00
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8.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00084611
<u>Serial Number</u>	9DDQY71
<u>Model Number</u>	GX280 P4
<u>Purchase Date</u>	10/13/2005
<u>Last seen Location</u>	Building 1 Room 170
<u>Current Value</u>	\$790.00

9.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00087302
<u>Serial Number</u>	4ONOK81
<u>Model Number</u>	D510
<u>Purchase Date</u>	11/10/2005
<u>Last seen Location</u>	Building 1 Room 170
<u>Current Value</u>	\$1,412.02 <i>kg</i>

10.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00087314
<u>Serial Number</u>	HWWZJ81
<u>Model Number</u>	D510
<u>Purchase Date</u>	11/10/2005
<u>Last seen Location</u>	Building 1 Room 170
<u>Current Value</u>	\$1,142.02 <i>kg</i>

11.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00087697
<u>Serial Number</u>	864CH91
<u>Model Number</u>	GX520
<u>Purchase Date</u>	02/09/2006
<u>Last seen Location</u>	Building 93 Room 029
<u>Current Value</u>	\$832.00

12.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00088980
<u>Serial Number</u>	52M1T91
<u>Model Number</u>	D510
<u>Purchase Date</u>	05/11/2006
<u>Last seen Location</u>	Building 1 Room 170
<u>Current Value</u>	\$1,211.79

13.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00088981
<u>Serial Number</u>	5BM1T91
<u>Model Number</u>	D510
<u>Purchase Date</u>	05/11/2006
<u>Last seen Location</u>	Building 1 Room 170
<u>Current Value</u>	\$1,211.79

14.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00088983
<u>Serial Number</u>	47M1T91
<u>Model Number</u>	D510
<u>Purchase Date</u>	05/11/2006
<u>Last seen Location</u>	Building 1 Room 170
<u>Current Value</u>	\$1,211.79

15.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	00089011
<u>Serial Number</u>	547MWC1
<u>Model Number</u>	D820
<u>Purchase Date</u>	06/14/2007
<u>Last seen Location</u>	Building 1 Room 170
<u>Current Value</u>	\$1,349.00

16.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
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<u>Asset Number</u>	00089012
<u>Serial Number</u>	G17MWC1
<u>Model Number</u>	D820
<u>Purchase Date</u>	06/14/2007
<u>Last seen Location</u>	Building 1 Room 170
<u>Current Value</u>	\$1,349.00

17.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	9000274
<u>Serial Number</u>	1Q34PH1
<u>Model Number</u>	E6400
<u>Purchase Date</u>	12/18/2008
<u>Last seen Location</u>	Building 1 Room 160
<u>Current Value</u>	\$1,177.57

18.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	9000280
<u>Serial Number</u>	J3D2PH1
<u>Model Number</u>	E6400
<u>Purchase Date</u>	12/18/2008
<u>Last seen Location</u>	Building 1 Room 160
<u>Current Value</u>	\$1,177.57

19.

<u>Cost Center</u>	Keystone Heights Junior/Senior High School-0311
<u>Asset Number</u>	AV001939
<u>Serial Number</u>	N/A
<u>Model Number</u>	1999
<u>Purchase Date</u>	03/17/1999
<u>Last seen Location</u>	Building 2 Room 066
<u>Current Value</u>	\$988

The reason for missing items in this report is that the items were not properly tracked through terms and the survey form system. The previous Property Manager has been replaced with a new Property Manager and the procedure for tracking asset items has been addressed.

Principal: Susan Sailor

Dr. Susan Sailor

Property Director: Brian G. Cox

Brian G. Cox

769.70+  
1,813.50+  
1,561.28+  
799.00+  
805.00+  
1,554.87+  
1,771.00+  
790.00+  
1,412.02+  
1,412.02+  
832.00+  
1,211.79+  
1,211.79+  
1,211.79+  
1,349.00+  
1,349.00+  
1,177.57+  
1,177.57+  
988.00+  
23,196.90\*

0.\*

# LAKESIDE JUNIOR HIGH SCHOOL

Accredited

Southern Association of Colleges and Schools

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

John W. Green, Jr.

Principal

Frances Celis

Vice-Principal 213-1811

Jennifer Roach

Assistant Principal 213-1801

Lloyd Patterson

Activities Director 213-1872

March 30, 2012

To: Clay County School Board

Subject: Missing Inventory 2011-2012 School Year

Lakeside Junior High School (Cost Center 0351) has six missing inventory items over \$750. They are as follows:

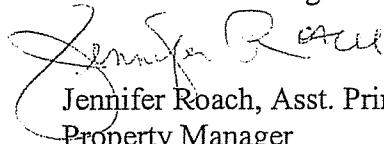
- # 67501: Electronic Learning Center TM2503, Serial # 505689, Current Value: \$3218, Purchased 6/18/98 (Last Location: Bldg. 2, Rm. 38)
- # 85401: HP Tablet Laptop TC-1100, Serial # KPD5200015, Current Value: \$1771, Purchased 6/23/05 (Last Location: Bldg. 5, Rm. 134)
- #85409: HP Tablet Laptop TC-1100, Serial # KRD520002M, Current Value: \$1771, Purchased 6/23/05 (Last Location: Bldg. 5, Rm. 207)
- #69603: HP LaserJet Printer C3141A, Serial # JPPF051991, Current Value: \$1861.88 Purchased 1/13/98 (Last Location: Bldg. 5, Rm. 247)
- #71640: Projector – Data/Video Sharp PG M10S, Serial # 010416878, Current Value: \$2917.70, Purchased 8/23/01 (Last Location: Bldg. 5, Rm. 247)
- #71649: Computer, Dell P3 GX150, Serial # 2MDFT01, Current Value: \$1242, Purchased 9/13/01 (Last Location: Bldg. 5, Rm. 247)

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



Jennifer Roach, Asst. Principal  
Property Manager

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, marital status, age, national origin or disability. Employment of personnel in Clay County is in compliance with Federal and State Laws regarding nondiscrimination and preference. Individuals with disabilities are encouraged to apply. Any person who believes he/she may need reasonable accommodations during the application, testing or interview process should notify the appropriate department or school office in advance.

# ORANGE PARK JUNIOR HIGH SCHOOL

*Home of the Wildcats*

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**Janice Tucker**  
Vice Principal

**Joyce Orsi**  
Principal

**Al De Jesus**  
Assistant Principal

March 7, 2012

This memo is being written to declare that Orange Park Junior High School is missing \$6598.00 in inventory as a result of the 2011-12 audit. There have been several attempts to locate this equipment which has included a complete and total inventory of every room on campus. It is therefore believed that the items were surveyed without proper documentation. To safeguard this from occurring in the future, we will continue performing a biannual inventory of equipment. Also, we will improve the process of surveying in order to make sure the documentation is complete on every item that leaves Orange Park Junior High School for surplus.

The items missing are;

13921- Desk which was acquired in 1997 valued at \$758.00  
69915- Copier which was acquired in 2000 valued at \$5840.00

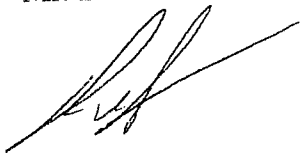
OPJHS has exhausted all of its resources in its attempt to locate the above items. Based on the year of acquisition and the property number, OPJHS believes that these items may have been surveyed.

Mrs. Orsi



Principal  
Orange Park Junior High School

Mr. De Jesus



Assistant Principal, Property Manager  
Orange Park Junior High School

# Wilkinson Junior High School

## "Eagles"

Angela Johnson, Vice-Principal  
Barry Underwood, Asst. Principal  
John Baker, Activities Director

David J. McDonald, Ed.D., Principal

Melanie Bartholomew, Counselor  
Ray Bohannon, Counselor



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DATE: March 8, 2012  
TO: Mr. Ben Wortham, Clay County Superintendent  
Janice Kerekes, Carol Studdard, Charles E. Van Zant Jr., Frank Farrell and Lisa Graham  
FROM: David J. McDonald  
RE: Missing Inventory

This letter will include an attached email from Mrs. Peronto, WJHS's Band Director to Mr. Wilkerson, MHS's Band Director along with a supporting document of the item having been checked out to MHS by Mr. Boyer, Former WJHS Band Director. The item unable to be located here at Wilkinson Junior High (0371) is a Vito Soprano Saxophone with a CCSD property number of 34335 and serial number of 6752565. The current value of the instrument is listed at \$825.00 and was purchased on February 2, 1985. This instrument was loaned to MHS by Mr. Boyer in the 08-09 school year and was never returned per our records and a conversation between Mr. Boyer and Mrs. Peronto.

After, conducting an extensive search, Angela Johnson, WJH's Vice Principal contacted Mr. Wilkerson and Ms. Harris, MHS Assistant Principal. Ms. Harris returned a phone call stating, the item was in such ill repair three years ago, Mr. Wilkerson stated he shipped it back, but we never received it. Mr. Underwood, our Assistant Principal said it was reported to be located at MHS last year on loan to Mr. Wilkerson. The necessary step we have taken to prevent this type of future mishap is to not lend equipment to Mr. Wilkerson. We are asking the board to remove this missing item from Wilkinson Junior High's inventory.

Thank you,

A handwritten signature in black ink that reads "David J. McDonald".

David J. McDonald, Ed.D.

A handwritten signature in black ink that reads "Angela Johnson".

Angela Johnson, Property Manager

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"Striving For Excellence"

5025 County Road 218 West  
Middleburg, Florida 32068  
Phone: 904-291-5500 Fax: 904-291-5510  
"An Equal Opportunity Employer"

# MIDDLEBURG HIGH SCHOOL

3750 County Road 220 Middleburg, FL 32068

Phone: (904) 213-2100

Fax: (904) 291-5462

John O'Brian  
Principal

Michelle Harris  
Assistant Principal

Abby Neal  
Assistant Principal

Clayton Anderson  
Assistant Principal

W. Alan Powers  
Athletic Director

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Date: 03/23/2012

To: Superintendent Ben Wortham and the Clay County School Board

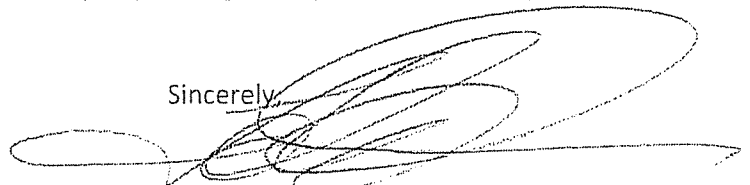
Subject: Missing Inventory Totals for Computers/Equipment for 2011 – 2012 (MHS)

Middleburg High school regrettably reports that we have 48 items still on the missing list for the 2011-12 school year. The original cost of these items totals \$65,168.77. 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 Middleburg 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 Middleburg 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 Middleburg 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,



John O'Brian  
Principal

904-213-2104

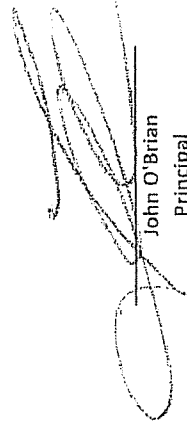
[jeobrian@mail.clay.k12.fl.us](mailto:jeobrian@mail.clay.k12.fl.us)

Attached: Missing Inventory List 2011-12

Cost Center	Missing Item	Description	Serial Number	Model Number	Purchase Date	Last Seen Location	Original Cost
MHS - 0391	93718	Computer	3WPIJZC1	Optiplex 745	6/14/2007	1, 011	880.00
MHS - 0391	25027	Typewriter	6648460	Selector II	7/8/1980	1, 015	755.00
MHS - 0391	87218	Computer	5335481	Optiplex gx520	12/15/2005	1, 026	1,055.27
MHS - 0391	64624	Printer	USHB111069	C3150A	1/31/1997	1, 038	807.35
MHS - 0391	83515	Computer	fsqg661	gx280	1/13/2005	1, 064	869.00
MHS - 0391	81007	Computer	D9PB131	GX270T	10/23/2003	1, 067	1,076.00
MHS - 0391	87014	Computer	8M2N481	GX280	9/8/2005	1, 067	790.00
MHS - 0391	72891	Laptop	18817925	2550	8/24/2000	1, 068	1,995.00
MHS - 0391	87217	Projector	1603770	svga 1700a	12/15/2005	1, 112	819.00
MHS - 0391	93653	Scanner	110960	FI-5120C	8/9/2007	1, 117	935.17
MHS - 0391	95932	Laptop	884J3H1	D530	9/11/2008	1, 122	1,105.51
MHS - 0391	95931	Laptop	B84J3H1	D530	9/11/2008	1, 133	1,105.51
MHS - 0391	91598	Projector	JJK780448L	1705C	12/13/2007	1, 142	1,075.00
MHS - 0391	24829	Shelving	na	73935S	7/24/1980	1, 148	1,930.50
MHS - 0391	72808	Projector	907311572	XG-NV4SU	8/26/1999	1, 159	3,059.00
MHS - 0391	77452	Projector	33257	VPL-CS4	8/8/2002	1, 161	1,449.00
MHS - 0391	10000262	Recorder/Player	103C0668	SR-DVM700US	2/11/2010	1, 161	1,330.05
MHS - 0391	10000263	Recorder/Player	113C0093	SR-DVM700US	2/11/2010	1, 161	1,330.05
MHS - 0391	66312	Video mixer	MX050433	MX1-INTSC	10/6/1997	1, 162	879.00
MHS - 0391	72859	Camera	165877	MVC-FD91	12/16/1999	1, 162	908.00
MHS - 0391	90151	Laptop	W86180GZVJ2	MAC LT	6/22/2006	1, 163	2,128.00
MHS - 0391	72828	TV	921-62300077	MDL 46 H364 46DT	11/17/1999	1, 183	1,539.00
MHS - 0391	87212	Printer	05407a	4350NW	12/15/2005	1, 190	1,406.00
MHS - 0391	86769	Warmer	5031400008	HPHNLN-RA2.25-120	5/24/2006	1, 200	2,294.00
MHS - 0391	24734	Slicer	37157637	na	7/8/1980	1, 204	1,133.00
MHS - 0391	83534	Computer	4MC1971	GX280	5/12/2005	1, 217	865.00
MHS - 0391	84712	Computer	JZD9171	GX280	6/9/2005	1, 251	865.00
MHS - 0391	72800	EMB MACHINE	D9V111181	DECO 600	8/5/1999	1, 264	1,338.85
MHS - 0391	81871	Laptop	3PMSF51	LATTITUDE PENT	10/14/2004	1, 265	1,669.07
MHS - 0391	72972	Computer	NA	L866R 866MHZ	1/25/2001	1, 281	1,076.16
MHS - 0391	78885	Computer	JCTT731	GX260T	9/25/2003	1, 330	837.00
MHS - 0391	BURNED UP ?	Speaker	7670	NA	9/3/1994	1, 335	953.40
MHS - 0391	BURNED UP ?	Speaker	na	111B	5/15/1996	1, 335	1,483.00
MHS - 0391	91839	Laptop	908R4C1	D520	12/14/2006	1, 351	1,211.00
MHS - 0391	68441	Printer	USHDH059721	C3980A	8/12/2008	1, 358	776.55
MHS - 0391	72878	Projector	6316717	PGD120U	8/24/2000	1, 358	2,796.00
MHS - 0391	72994	Computer	JWFTF01	8100	2/14/2002	1, 358	900.00
MHS - 0391	56798	Computer	na	486DX33IDE	10/12/1992	1, 360	1,244.73
MHS - 0391	72806	Projector	907311593	XG-NV4SU	8/26/1999	12, 001	3,059.00
MHS - 0391	77472	Amplifier	na	HTA250A	10/24/2002	46, 001	776.40
MHS - 0391	72778	Camera	196786	EV-400AF	3/3/1999	92, 036	1,876.00
MHS - 0391	91840	Laptop	JP8R4C1	D520	12/14/2006	92, 042A	1,211.00
MHS - 0391	72796	Computer	NA	350MHZ PENT-II	5/7/1999	92, 045	1,122.00
MHS - 0391	AV003426	Communication 2000	na	98	2/3/1998	92, 051	2,087.50

Cost Center	Missing Item	Description	Serial Number	Model Number	Purchase Date	Last Seen Location	Original Cost
MHS - 0391	81034	Laptop	IYVLV31	D600	12/18/2003	92, 061	1,622.00
MHS - 0391	81021	Computer	DQ94N31	GX260T	11/13/2003	92, 082	837.00
MHS - 0391	68454	Projector	804313275	PG-D100U	9/2/1998	92, 086	2,966.70
MHS - 0391	78896	Projector	G3H003185	CP3210W	9/25/2003	93, 054B	942.00

65,168.77



John O'Brian  
Principal



Clayton Anderson  
Property Manager



# Ridgeview Elementary School

421 Jefferson Avenue • Orange Park, FL 32065-6791

Phone: (904) 213-5800

www.clay.k12.fl.us/rve

Fax: (904) 213-2960

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Mr. Dana L. Archibald  
Principal

Ms. Sarah J. Timm  
Assistant Principal

March 23, 2012

To: Mr. Ben Wortham and the Clay County School Board

Ridgeview Elementary School has the following items missing from the annual Property Inventory for the 2011-2012 school year. We have searched for the following items all year to no avail:

<b>SDCC# 78619</b>	<b>Epson Powerlite Projector</b>	<b>\$1026.00</b>
<b>SDCC# 65860</b>	<b>Panosonic Camcorder</b>	<b>\$1256.00</b>
<b>SDCC# 65861</b>	<b>JVC Camcorder</b>	<b>\$1206.00</b>

Many projects were completed at Ridgeview Elementary during the summer of 2011. The Media Center's ceiling tiles were all replaced which resulted in property being temporarily stored in different locations, including the two camcorders. Many of our classrooms were outfitted with enhanced classroom technology, including the portable, which housed the missing projector. Although precautions were taken to return all of the property to it's rightful location or the survey room, these three items were misplaced.

We ask that you write off the above items totaling \$3,488 from our inventory. We are working on improving our property procedures and will strive to return to 100% accuracy in our future property audits.

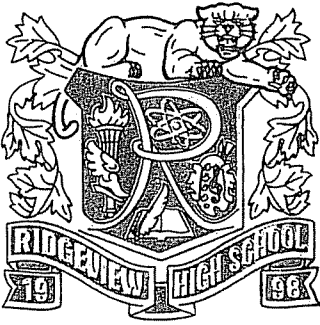
Respectfully submitted,



Ms. Sarah Timm, Property Manager



Mr. Dana L. Archibald, Principal



# Ridgeview High School

466 Madison Avenue  
Orange Park, Florida 32065

John M. Westmoreland  
Principal

Date: March 26, 2012

To: Clay County School Board

Subject: Missing Inventory 2011-2012 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>
64033	(\$776.56)	1996	74640	(\$2407)	2000
75216	(\$1449)	2000	75849	(\$1903.33)	2001
80303	(\$1798)	2003	92312	(\$880)	2007
91147	(\$1349)	2007	91148	(\$1349)	2007
93654	(\$935.17)	2007			

Total: \$12,847.06

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, Assistant Principal

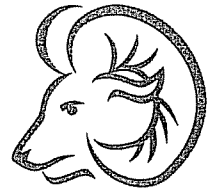
John M. Westmoreland, Principal



# Lake Asbury Elementary School

2901 Sandridge Road  
Green Cove Springs, Florida 32043

Office: 291-5440 • Guidance: 291-5442 • Clinic: 291-5445 • Cafeteria: 291-5443  
Fax: 291-5444



Jackie Cory  
PRINCIPAL

Melanie Sanders  
ASSISTANT PRINCIPAL

March 27, 2012

This memo is being written to declare that Lake Asbury Elementary School is missing \$6527.04 in inventory as a result of the 2011-2012 audit. We have spent a great deal of time attempting to locate these items, searching each and every room on our campus.

The items missing are:

42899- Water Heater/ acquired in 1986/ valued at \$1103.00

54632- Workstation: Paragon Table/ acquired in 1998/ valued at \$857.04

63048- Ice Machine: Scotsman/ acquired in 1997/ valued at \$2913.00

76121- Mixer: Powered Mackie/ acquired in 2004/ valued at \$789.00

83921- Dell Computer/ acquired in 2005/ valued at \$865.00

The first three items were originally housed in the cafeteria and/or custodial areas. It has been reported by long-time employees that these items were replaced long ago but not taken off of our inventory. The fourth item, the music mixer, was also replaced several years ago but not taken off, according to the media center staff. Only one computer, asset #83921 is missing. With a new property manager this year, we are determined to be vigilant in our procedures for maintaining all property. Also, we are following the procedures for surveying equipment set forth by the property control office. We are confident that all property will be accounted for in the future.

Respectfully Submitted,

Jackie Cory  
Principal  
Lake Asbury Elementary

Melanie Sanders  
Assistant Principal, Property Manager  
Lake Asbury Elementary



Lake Asbury Junior High School  
*Home of the Tigers*

2851 Sandridge Road, Green Cove Springs, FL 32043  
Telephone 904-291-5582 Fax - 904-291-5593 <http://www.clay.k12.fl.us/LAJH>



Cathy Richardson, *Principal*

Christina Cornwell  
*Vice Principal*

David Burke  
*Assistant Principal*

---

Date: March 8, 2012

To: Clay County School Board

Subject: Missing Inventory 2011-2012

Lake Asbury Junior High has a missing inventory item 86763 with a total purchase value of \$1244.84 and item 65980 with a total purchase value of \$1657.50. We have exhausted our search for the missing property and unfortunately have been unable to locate the missing items at our cost center.

The Toilet with high back seat was in one of our ESE classrooms. Teacher in that classroom reported to me that someone from the county moved it to another school during the summer. The IMAC computer was also in an ESE classroom. Teacher in that classroom reported to me that property was surplus and removed from her classroom about five years ago.

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

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

Thank you,

David Burke  
Asst. Principal  
Lake Asbury Junior  
904-291-5582  
<mailto:dburke@mail.clay.k12.fl.us>



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

*Renee Pleasant*  
Assistant Principal

*Diana Rabidoux*  
Assistant Principal

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Date March 30, 2012

To: School Board/ Superintendant:

**Cost Center:** Wilkinson Elementary School – WES – 0491 or District

**Asset Number:** 00091950

**Serial Number:** CLBPSC1

**Model Number:** OPTIPLEX 745

**Purchase Date:** May 10, 2007

**Last seen location:** Portable 53

**Current Value:** \$892.00

**Reason Missing:** Unable to locate or produce paperwork stating it was picked up or removed from campus.

**How to prevent this from happening again:** We have re-visited our policy with our staff concerning moving items without the permission of the property manager. We will require teachers to re-check their inventory at the end of the year and report to the property manager if their inventory sheet is correct and everything is in place. We will request our staff to check their inventory at the beginning of the year and report immediately if anything is missing. We are requesting this property item be removed from current (2011/2012) inventory.

Respectfully Submitted,

Dr. Emily Weiskopf  
Principal Wilkinson Elementary School

Diana Rabidoux  
Property Manager

# Tynes Elementary School

1550 Tynes Boulevard  
Middleburg, Florida 32068  
(904) 291-5400

**Laura M. Fogarty**  
Principal

**Heather L. Petrosky**  
Assistant Principal

Date: 3/9/12

To: Mr. Ben Wortham

Re: Missing inventory items at Tynes Elementary

As requested by Mr. Robert Johnson, Coordinator of Property Control, I am submitting this letter to help close out the Annual Audit for the Fiscal School Year 2011-2012. Upon my arrival at Tynes, I was trained as Property Manager and was given a master listing of the Tynes' inventory listing all items above \$750 in value. As I started to do my inventory, it became apparent that two items were missing from my inventory. These items were missing upon my arrival and were not on campus at all this school year. Below are the two items that are officially missing from Tynes' inventory along with what steps I have taken to find the items and what future steps will be implemented to prevent future loss.

*Item/Asset #92960 Roomscape – Gated Play Area Community Playthings*

Current Value \$2266.00 Last known location at TES – Building 3, Room 323

I was unable to locate this item here at Tynes Elementary. I have looked at every single item on our inventory and have visited every classroom and closet looking for this equipment. I investigated where this item could have been sent by talking to the former principal, Ms. Newhall; staffing specialist, Ms. Lowrie; county curriculum specialist, Ms. Williams; and the former property manager, Mr. Roberts. All stated that this item was sent to Thunderbolt Elementary with an ASD student. I then called the TBE property manager, Ms. Lester, who looked for the item and was unable to find a roomscape that was not listed as TBE property. I have searched through all of the property files that were left behind by Mr. Chris Roberts and was unable to find any paperwork for this move of equipment.

*Item/Asset #67139 Copier: Minolta EP5000*

Current Value \$6426.00 Last known location at TES – Building 1, Room 157

At the beginning of the year, I searched for this copier and was told by Ms. Newhall that this particular copier had been "dead" for years and that paperwork had been submitted many times for it to be picked up and surplused. I was unable to find this copier in any location here at Tynes, and I spent time searching classrooms, closets, workrooms, etc. Further, I have searched through all of the property files that were left behind by Mr. Chris Roberts and was unable to find any paperwork reflecting a request to surplus the copier. To my knowledge, based on what Ms.

PERSISTENCE & RESPONSIBILITY



IN DAILY EFFORT

An Equal Opportunity Employer

# Tynes Elementary School

1550 Tynes Boulevard  
Middleburg, Florida 32068  
(904) 291-5400

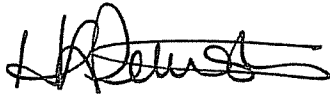
**Laura M. Fogarty**  
Principal

**Heather L. Petrosky**  
Assistant Principal

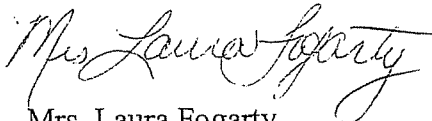
Newhall had told me at the beginning of the year, this copier was supposed to be a trade in. When a new one was purchased, rather than the company taking back this one, they let the school use it until it was completely dead. Then, the efforts for surplusizing the item were started.

In the future, as Property Manager of Tynes, I will ensure that no property is moved without clearance from me and that all changes take place in Terms effective immediately following a property move. I would like to reiterate once again that the two missing items were indeed missing upon my arrival at Tynes. Thank you for removing these missing items from the Tynes Elementary property inventory.

Respectfully,



Ms. Heather Petrosky  
Assistant Principal/Property Manager



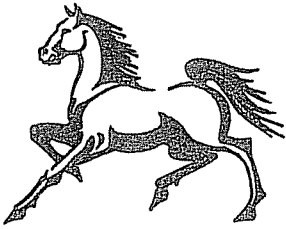
Mrs. Laura Fogarty  
Principal

PERSISTENCE & RESPONSIBILITY



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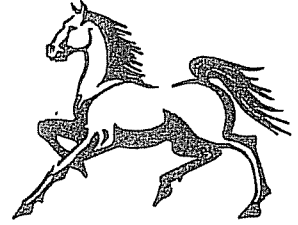
*Marcus Dooley  
Principal*

March 30, 2012

# *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*

To: School Board / Superintendant

**Cost Center** McRae Elementary School, 0511

**Asset number** 62254 & 62255

**Serial number** SN 3903493 & SN 3903548

**Model number** CLDV5000 & CLDV5000

**Purchase Date** 1/18/96 & 1/18/96

**Last seen location** 92-405 & 92-405

**Current Value** \$777.00 & \$777.00

**Reason missing:** These were placed in room to surplus and now cannot be found.

Will double check the materials being picked up for surplus.

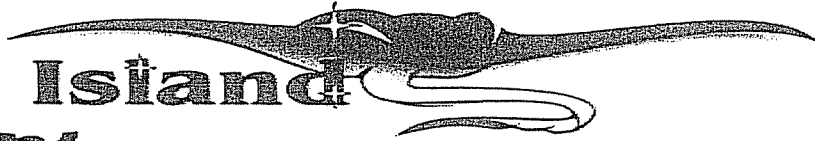
Request board removal from inventory.

Marcus Dooley, Principal

Property Manager



# Fleming Island Elementary



4425 Lakeshore Drive  
Orange Park, Fl. 32003

Phone: 904-278-2020  
Fax: 904-278-2026

**Sandra Mead**  
Principal

**Jeanne Hiatt Jones**  
Assistant Principal

December 15, 2011

TO: Clay County School Board  
RE: Missing Items from 2011-2012 Property Inventory Audit

Fleming Island Elementary School (0521) had two missing items (listed below) from the 2011-2012 property inventory audit conducted here in October.

CCSB #49113 Computability Keyboard: AID & ME: c2015  
Purchased: 07/17/1990 from Apple  
Serial #: N/A  
Price: \$899.00 (29)

CCSB#49114 Computability Keyboard: AID & ME: C2015  
Purchased: 07/17/1990 from Apple  
Serial#: B0684  
Price: \$755.00

These two items are adaptive keyboards that were purchased by ESE (Purchase Order#00075042) for use with Physically Impaired students. The age of the keyboards (21 years old) made them incompatible with any computers in use now.

After an extensive investigation, it seems that these keyboards were put with other keyboards to be disposed of. These keyboards looked very much like regular keyboards and the technical assistant did not notice that they had property numbers on them.

We sincerely apologize for this error in the disposal of these two items. We request that CCSB #49113 and CCSB#49114 be removed from our property inventory.

Sincerely,

Jeanne Hiatt Jones, Assistant Principal

Sandra Mead, Principal



**Fleming Island High School**

2233 Village Square Parkway

Orange Park, Florida 32003

Phone: (904) 541-2100

Fax: (904) 541-2085

William S. "Sam" Ward

Principal

Date: March 12, 2012

To: Clay County School Board

Subject: Missing Inventory for 2011-2012 School Year

Fleming Island High School has a missing inventory list of two items with a total purchase value of \$3,367.00. The items are:

- Dell Laptop D820 property number 88644 purchased on 10/03/2006. (\$1349.00)
- Dell Laptop C840 property number 79153 purchased on 04/24/2003. (\$2018.00)

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

I have communicated with the staff to follow the property check procedures, including completing the equipment check-out agreement form, concerning our laptops as we have no records documenting the removal of the property from our campus.

Therefore, I am requesting you remove these items from our property inventory.

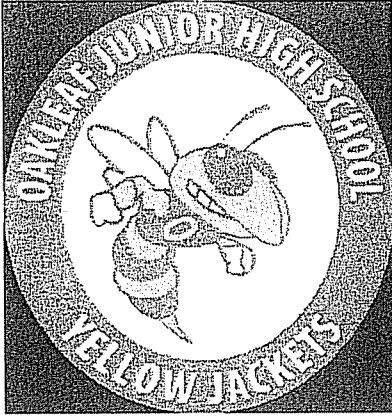
Thank you,

*Becky Murphy*

Becky Murphy

*William S. Ward*

William S. Ward



**OakLeaf Junior High School**  
4085 Plantation Oaks Blvd.  
Orange Park, FL 32065

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**Nancy Crowder, Principal**  
**Jeff Nelson, Vice Principal**  
**Bridget Payne, Asst. Principal**

Date: Mar. 7, 2012

To: Clay County School Board and Superintendent

Subject: Missing Inventory 2011 – 2012 School Year

Oak Leaf Junior High School (OLJH 0611) has a missing inventory item, Dell Computer Chassis SDCC #00089858, SER. # GCOQP91; model GX520 that was purchased on 04/13/2006. The total purchase value was \$804.96. The CPU was last seen in Rm. 123A, the IT Tech office, and was not working.

OLJH has exhausted its search for the missing property and unfortunately has been unable to locate the CPU at our cost center. We have to date never incurred this problem and are very aware of keeping proper property inventory records. We have made the property policies very clear as to the importance record keeping when items are moved and also to limit the number of persons involved.

I am requesting that you write off the above mentioned computer from the property inventory at OLJH 0611.

Thank you,

*Nancy Crowder*

Nancy Crowder, Principal OLJH

*Jeff Nelson*

Jeff Nelson, Vice Principal/Property Manager



Ben H. Wortham  
Superintendent of Schools

## SCHOOL DISTRICT OF CLAY COUNTY

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

### BOARD MEMBERS:

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District 1  
Carol Studdard  
District 2  
Charles E. Van Zant, Jr.  
District 3  
Frank Farrell  
District 4  
Lisa Graham  
District 5

March 7, 2012

Ben Wortham, Superintendent and  
School Board Members  
Clay County School District  
900 Walnut Street  
Green Cove Springs, FL 32043

Dear Mr. Wortham and School Board Members,

The Career and Technical Education Department has a missing inventory item. We sent the printer to Orange Park High School to be used by the career specialist who was handling our Worksource grant. The specialist was housed at OPHS at the time. She transferred to another position within the School District. Orange Park High School called and informed us that there was a printer which was ours still at OPHS. It was an HP 4100n printer just like we had given to the career specialist; however, it was not the same one. So, we do have a printer of the same value, but NOT the correct property number. I would like to request removal from inventory for the following:

Cost Center: 9002  
Asset Number: 77048  
Serial Number: SUSJNF18503  
Model Number: HP Laserjet Printer 4100n  
Last Seen: Orange Park High School  
Current Value: \$1345.12

This is the first and only missing item from CTE department during my tenure. We have implemented a complete paper trail of everything that leaves our office for future items being transferred.

Thank you for your attention to this missing item.

Sincerely,

A handwritten signature in cursive script that reads "Paul Parker".

Paul Parker, Director  
Career and Technical Education

Robert Johnson, Coordinator  
Property Control

PP:mre



Ben H. Wortham  
Superintendent of Schools

## SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street  
Green Cove Springs, Florida 32043  
Telephones:  
904/284-6500 (GCS) 904/272-8100 (OP)  
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District 3  
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District 4  
Lisa Graham  
District 5

TO: Clay County School Board

FROM: Shannah Kosek, Supervisor  
School Improvement, Professional Development, & Assessment

RE: Missing Inventory

DATE: April 10, 2012

A handwritten signature in black ink that reads "Shannah M. Kosek".

Please delete the following item from our inventory. It was last seen in Building 5 of the H.C. Long Building. The pertinent information for the missing Dell laptop computer is:

Cost Center:	9009
Asset #:	94474
Serial #:	4HC1MD1
Model:	D830
Purchase Date:	9/27/2007
Current Value:	\$1249.00

The employees in Building 5 were no longer employed, moved to another department, or moved to another office. In this move the laptop was somehow misplaced and has not been located. When another large move takes place, we will ensure that we account for all equipment.



Ben H. Wortham  
Superintendent of Schools

## SCHOOL DISTRICT OF CLAY COUNTY

Transportation Department  
800 Center Street  
Green Cove Springs, Florida 32043  
Telephones:  
904/284-6523 (GCS) 904/272-8100 (OP)  
1-888-663-2529 (KH)  
FAX 904/284-1000 TDD 904/284-6584

### BOARD MEMBERS:

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

Date: February 13, 2012  
To: Clay County School Board  
Subject: Missing Inventory 2011-2012 School Year

The Transportation Department has discovered a missing inventory list of two assets. These items were originally purchased for \$12903.70. The items in question are:

- Ricoh Aficio 1055 Digital Copier, (J6763, serial #J5331200522, CCSB #73428), purchased 6/24/04, for \$11,405.00
- Lexmark Laser Printer T-522N, (serial #609H0529A9903FB2, CCSB #77872), purchased 9/26/02, for \$1,498.70

On March 21, 2011, the Transportation Dept. traded in Ricoh Aficio 1055 Digital Copier, (J6763, serial #J5331200522, Clay County property #73428), to Copy Fax towards the purchase of a new copier. Please see the attached proposal from Copy Fax indicating the trade of this copier.

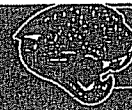
In April, 2011, our Lexmark laser printer broke down, (serial #609H0529A9903FB2, Clay County property #77872). After several attempts by staff to repair the printer, it was determined that it would be more cost effective to purchase a new printer, rather than purchasing repair parts for the nine year old printer. The disassembled printer and parts were discarded in the trash. However, there are no records documenting the removal of the property.

In response, I take full responsibility for the Transportation Department's failure to properly submit disposition forms immediately upon the assets removal from service. I have directed staff to follow District procedures for documenting removal of assets in the proper manner so all asset records will be accurate and up to date. Therefore, I am requesting you remove these items from our property inventory.

Sincerely,

A handwritten signature in cursive script that reads "Robert N. Waremburg".

Robert N. Waremburg, Director of Transportation



JANUARY 13, 2011

**PROPOSAL  
FOR  
CLAY COUNTY SCHOOL BOARD  
TRANSPORTATION DEPARTMENT**

RICOH MP6001SP DIGITAL COPIER	\$ 6,846.00
SR4030 FINISHER STAPLER	1,161.00
PUNCH UNIT 3260	217.00


FEATURES: 60 PRINTS PER MINUTE  
SCAN-PRINT-COPY  
SORT-STAPLE-PUNCH


**PURCHASE PRICE \$ 8,224.00**


**MAINTENANCE AND SUPPLY AGREEMENT**


TO INCLUDE ALL PARTS, LABOR, SERVICE CALLS AND  
SUPPLIES EXCEPT PAPER AND STAPLES AT \$.0049 PER  
PRINT.

**FIRST 50,000 PRINTS FREE FOR TRADE-IN OF J6763  
RICOH AFICIO 1055 COPIER.**

**Jacksonville**   
6631 N Executive Park Court  
Suite 210  
Jacksonville, FL 32216  
Phone: 904.296.1600  
Fax: 904.296.7111

**Gainesville**   
3210 SW 40th Blvd.  
Suite A-2  
Gainesville, FL 32608  
Phone: 352.336.1771  
Fax: 352.336.8151

**St. Augustine**   
140 Gateway Circle  
Suite 1  
St. Johns, FL 32259  
Phone: 904.827.0178  
Fax: 904.208.5105

**Daytona Beach**   
480 Fentress Blvd  
Suite L  
Daytona Beach, FL 32114  
Phone: 386.252.2292  
Fax: 386.252.0920



Ben H. Wortham  
Superintendent of Schools


SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street  
Green Cove Springs, Florida 32043  
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BOARD MEMBERS:

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District 2  
Charles Van Zant, Jr.  
District 3  
Frank Farrell  
District 4  
Lisa Graham  
District 5

TO: Clay County School Board

FROM: John C. Merrill  
Director of Maintenance 

DATE: March 22, 2012

RE: MISSING PROPERTY FROM MAINTENANCE INVENTORY

During the 2011 – 2012 Property Audit, it was determined that the following items were missing from the Maintenance Department inventory:

<u>Asset #</u>	<u>Item</u>	<u>Purchase Date</u>	<u>Orig Cst</u>	<u>Curr Value</u>
<del>71850</del>	<del>Motorola VHF</del> <del>#T73XTA7TA7</del> {Located in V279}	<del>10/09/2003</del>	<del>\$1,010.00</del>	<del>\$1,010.00</del>
77860	Dell Optiplex GX260 Computer	08/22/2002	\$1,030.00	\$1,030.00
56094	Motorola VHF #T73XTA7TA7	09/26/1994	\$1,316.00	\$1,316.00



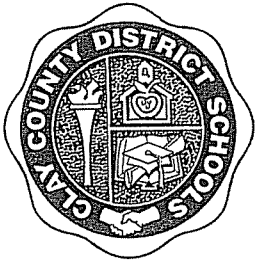
VHF Radio # 71850 was located in V279 instead of V247 as indicated on the Asset database (photo attached) and should be removed from the missing list and returned to inventory with V279 as the location.

The Dell Optiplex computer purchased in 2002 was replaced in 2006 with a newer model, and the disposition of the old computer is unknown. Normal procedures would have been to surplus the old computer once the new one was installed, but that cannot be confirmed. The physical location of the original, and replacement, computer was at a Maintenance shop out at the Middleburg Annex, so control over the asset was not as tight as it should have been. All shop personnel have now been moved back to the Maintenance spaces at Green Cove Springs so this should no longer be an issue.

According to the Property Control database, VHF Radio # 56094 was located in Maintenance vehicle V56, and last inventoried on 01/06/1997. Upon inspection, it was found that VHF Radio # 51897 was actually installed in V56, however, the



Property Control database shows that radio #51897 was deleted from inventory in 1999. The cover with the 51897 property tag was not securely attached to the radio chassis and came off as the radio was being inspected. Further inspection found that the serial number of the radio body (776AUL1374) matched a third radio, #51889, that was deleted from inventory in 2009. I can only surmise that over the years the radio in V56 had, at some point, been repaired using pieces and parts cannibalized from other radios and the database was not adequately updated.



Ben H. Wortham  
Superintendent of Schools

# SCHOOL DISTRICT OF CLAY COUNTY

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

## BOARD MEMBERS:

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

## DEPARTMENT OF INFORMATION SERVICES

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

Date: March 8, 2012  
To: Clay County School Board  
Subject: Missing Property from (2011-2012) Property Inventory Audit

Information Services had the following missing items from its (2011-2012) property inventory audit:

	(Items)	
1) PO# 00086260	Dell GX 280 Computer	\$ 790.00
2) PO# 00087354	Dell Latitude D510	\$1,376.10
3) PO# 00089051	Dell GX 520 Computer	\$ 870.00

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

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

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

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

Sincerely,

Carolyn Grissom  
Property Manager  
Information Services Department

Carl Hendrick  
Director  
Information Services



## SCHOOL DISTRICT OF CLAY COUNTY

### BOARD MEMBERS:

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

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Carol Studdard  
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Frank Farrell  
District 4  
Lisa Graham  
District 5

Ben H. Wortham  
Superintendent of Schools

March 15, 2012

To: School Board / Superintendant

Re: Missing Inventory

Please remove the following item from the 9113 Inventory:

<u>Cost Center</u>	9113 – Teacher Training Center
<u>Asset number</u>	10011720
<u>Serial number</u>	11PV5L1
<u>Model number</u>	Dell Latitude E6400 laptop computer
<u>Purchase Date</u>	2009
<u>Last seen location</u>	TTC Building 10, Room 1003
<u>Current Value</u>	\$1,165.48
<u>Reason missing:</u>	Unknown. Laptop housed in high traffic area with keys issued to multiple parties. Rekeying the location and distributing fewer keys could help stop this from happening again.

Signed by Supervisor:

Handwritten signature of Alisa B. Jones.

Signed by Property Manager:

Handwritten signature of the Property Manager.



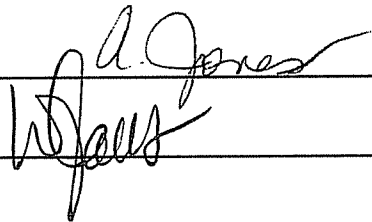
April 3, 2012

To: School Board/Superintendent  
Re: TTC Missing Inventory

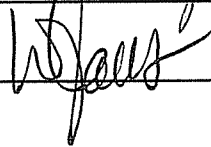
The below item was recently discovered missing. Please remove from the TTC Inventory:

**Cost Center:** 9113 – Teacher Training Center  
**Asset Number:** 12000267  
**Serial Number:** 1KHN4R1  
**Model Number:** E6420 Dell Latitude laptop computer  
**Purchase Date:** 10/12/2011  
**Last Seen Location:** TTC Building 10, Room 1003  
**Current Value:** \$1,160.32  
**Reason Missing:** Unknown. Laptop housed in high traffic area with keys issued to multiple parties. Rekeying the location and distributing fewer keys could help stop this from happening again.

Signed by Supervisor: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Alisa B. Jones", is written over a horizontal line.

Signed by Property Manager: \_\_\_\_\_

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