

CASE SUPPLEMENTAL REPORT
NOT SUPERVISOR APPROVED

Printed: 10/25/2006 07:29

OCA: **2005038208**

THE INFORMATION BELOW IS CONFIDENTIAL - FOR USE BY AUTHORIZED PERSONNEL ONLY

Investigator: *ESHelman, D. D. (06580)*

Date / Time: *10/09/2006 10:10:12, Monday*

Supervisor: *NOT REVIEWED*

Supervisor Review Date / Time: *NOT REVIEWED*

Contact: *Shewchuk, Roy Svend*
5492 Se 1st Av, Keystone Heights
352-473-8503

Reference: *Follow Up*

On 10-09-06, I made contact with one of the administrators (Roy Shewchuk) at Keystone Heights High School, in reference to a burglary case (2005038208).

R. Shewchuk advised that when they originally reported the incident on 11-28-05, they accidentally overlooked one of the computers, that was stolen. This computer was stolen on that same date, but when an inventory was conducted, the mistake was noticed.

W. E. CHERRY ELEMENTARY SCHOOL

420 EDSON DRIVE
ORANGE PARK, FLORIDA 32073

(904) 278-2050
FAX (904) 278-2056
<http://www.clay.k12.fl.us/wec>

ANGELA WHIDDON
PRINCIPAL

TRACEY THOMAS
ASSISTANT PRINCIPAL

TO: Phil Hans
FROM: Angela Whiddon
RE: Trade-in of Ricoh Copier
DATE: November 6, 2006

We have negotiated a trade in on a new copier with Rich Durant at Copyfax.
Listed are the details for your approval:

Item to be traded in:

- a. Ricoh Aficio 450 Model: J3174
- b. Property number: CCSB# 69199
- c. Allowance of Trade-in: \$4,800
- d. Serial Number: 87718860411
- e. Reason: Machine repair not covered under warranty contract

Item to be Purchased:

- a. Ricoh Aficio 2075SP Digital/SR850 finisher
- b. Vendor: Copyfax
- c. Cost: \$13,000 (\$17,800-4,800 trade in)



Middleburg Elementary School

3958 Main Street

Middleburg, Florida 32068

Phone: (904) 291-5485 Fax: (904) 291-5491

Becky Wilkerson
Principal

"Nothing Less Than The Best"

Amy Kennedy
Assistant Principal

TO: Phil Hans, Coordinator of Property Control
FROM: Becky Wilkerson, Principal, *Becky Wilkerson*
DATE: October 23, 2006
RE: Trade-In of Copier

Middleburg Elementary needs to trade-in the following item:

Description: Ricoh JP1030 Duplicator
CCSB #: 68300
Serial Number : C3639095651
Cost: \$4359.00
Date of Purchase: December 16, 1999
Trade-In: 3-years free maintenance
Reason: Due to normal wear on equipment and cannot purchase parts because of age

Item to be purchased:

Description: RICOH JP4500 PRIPORT DUPLICATOR
Vendor: Copyfax
Cost: \$4323.00
Method of Payment: Budget/ Internal Account