INTERNAL AUDIT REPORT

Property and Inventory Audits of Selected Locations 2017- 2018



To be presented to the:

Audit Committee on October 19, 2017

and

The School Board of Broward County, Florida on November 7, 2017

By

The Office of the Chief Auditor

The School Board of Broward County, Florida

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

600 SE Third Avenue • Fort Lauderdale, Florida 33301 • Office: 754-321-2400 • Fax: 754-321-2719

Office of the Chief Auditor Patrick Reilly, Chief Auditor 754-321-2400 patrick.reilly@browardschools.com www.browardschools.com The School Board of Broward County, Florida

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Robert W. Runcie Superintendent of Schools

October 12, 2017

Members of The School Board of Broward County, Florida Members of The School Board Audit Committee Robert W. Runcie, Superintendent of Schools

Ladies and Gentlemen:

We have performed a Review of the Property and Inventory of selected locations, pursuant to The Rules of the Florida Administrative Code, Section 69I-73, and School Board Policy 1002.1.

Audits of Property and Inventory require that we account for all of the Property and Inventory charged to the locations. In order to complete this task, we have reviewed all property and inventory records disclosed from District accounts and made a determination as to the status of each item. This disposition may include:

items which are at the location and are accounted for,

items which were not available for review prior to the issuance of this report,

items which may have been stolen and are supported by the proper District forms,

items that have been transferred from one location to another and are supported by the proper District forms, and

items which have been declared surplus or obsolete and are supported by the proper District forms. Items which have been purchased and are verified to be in compliance with appropriate purchasing guidelines.

We conducted our audits in accordance with generally accepted Government Accounting Standards issued by the Comptroller of the United States.

This report contains fourteen (14) property and inventory audits. Our property audits indicated that ten (10) locations in the report complied with prescribed policies and procedures. There were four (4) locations that contained some audit exceptions consisting of unaccounted for property and the failure to follow some prescribed rules.

We wish to express our appreciation to the administration and staff of the various schools and departments for their cooperation and courtesies extended during our audits.

Sincerely,

Patrick Reelly

Patrick Reilly, CPA Chief Auditor

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PROPERTY AUDIT REPORT

AUTHORIZATION

The Rules of the Florida Administrative Code, Section 69I-73, require that each custodian shall ensure that a complete physical inventory of all property is taken at least once each fiscal year. Each custodian shall ensure that a complete physical inventory of all property under the control of the custodian or custodian's delegate is taken whenever there is a change of custodian or custodian's delegate. In accordance with School Board Policy 1002.1 and the Audit Plan for The Office of the Chief Auditor, the inventories of the locations in the District that have been audited are presented in Section I of this report. School Board Policy 3204 – Property Accountability and Responsibility states, "The Board designates that Principals shall be the custodians of property at schools. Directors shall be the custodians of property for the County Support Services Departments." Rule 1 states "All physical inventories shall be conducted by the Office of the Chief Auditor's Property Audits Division."

SCOPE, OBJECTIVES AND METHODOLOGY

An audit includes examining evidence supporting the amounts and disclosures represented on property records. We have reviewed all property and inventory records disclosed from District accounts and made a determination as to the status of each of the items. This disposition may include:

- items which are at the location and are accounted for,
- items which were not available for review prior to the issuance of this report,
- items which may have been stolen and are supported by the proper documentation and District forms,
- items that have been transferred from one location to another and are supported by the proper District forms,
- items which have been declared surplus or obsolete and are supported by the proper District forms.
- items which have been purchased and are verified to be in compliance with appropriate purchasing guidelines.

Compliance

We tested compliance with policies and procedures prescribed by the <u>School Board Policies</u> and <u>Business Practice Bulletin O-100 Procedure for Property & Inventory Control</u>. The results of our tests of compliance indicated some locations did not comply with some policies and procedures established in the sources identified above.

Property Control Structure

In planning and performing our examinations, we obtain an understanding of the:

- internal property control procedure established by the administration.
- Assessed level of controlled risk to determine the nature, timing, and extent of substantive tests for compliance with applicable laws, administrative rules and district policies; including the safeguarding of assets.

A material weakness is a reportable condition in which the design or operation of one or more internal property control structure elements does not reduce the risk of material errors or irregularities from occurring. As a result, it would be extremely difficult for employees to recognize errors in the normal course of performing their assigned functions.

Our evaluation of the internal control structure does not necessarily disclose all matters that might be reportable conditions. Thus, all material weaknesses may not be identified.

Property Audit Exceptions

In order to establish reporting parameters and afford the locations some latitude in monitoring their assets, we set thresholds of approximately one (1) percent of the total property inventory historical cost. The Office of the Chief Auditor (OCA) has used the following table, provided by the Director of Accounting & Financial Reporting Department-Capital Assets (AFRD-CA), to determine the total accumulated depreciation of assets which have not been accounted for.

•	Computers, Printers	5 Years
•	Band Instruments	7 Years
•	Office Equipment	5 – 20 Years
•	Audio/Visual Equipment	6-8 Years
•	Vocational Equipment	7 – 20 Years
•	Other	From 5 to 20 Years

The Office of the Chief Auditor reports no property exceptions for locations with an aggregate historical value, of items unaccounted for, falling below the designated 1% threshold unless significant process control weaknesses have been identified. As of July 1, 2004, Florida State Statute 274.02, changed the value of capital assets to be recorded and monitored from \$750 to \$1,000. On June 22, 2017, the Office of the Chief Financial Officer released a revision to Business Practice Bulletin O-100 Procedures for Property & Inventory Control. The revision included tracking tangible personal property valued at \$1,000 or more and trackable SMART tangible personal property that has an acquisition value less than \$1,000, is considered high risk and prone to theft and has at least one year useful life and is not consumable in nature. In addition, any tangible personal property identified during the audit that has not yet been added to the District's Master File database is categorized as a New/Found item. If the New/Found item has an acquisition cost of \$1,000 or more, the location must process all necessary paperwork and forward it to AFRD-CA to have the item(s) added to the District's Master File database. If the equipment is certified by the OCA to have an acquisition cost less than \$1,000, the location(s) does not have to submit the supporting paperwork to AFRD-CA; however, the item(s) will be included in all future audit until it is deemed obsolete and surplused and/or transferred to a different location. The District administration requires follow-up verification of all items not accounted for during the physical audit. Subsequently, location administrators must provide a memo identifying the items found by providing the room/fish number and/or demonstrate the appropriate District approved form(s).

Unaccounted / Found Items

While conducting the audit, there are instances in which items are determined to be unaccounted for. Unaccounted for means property held by a custodian, subject to the accountability provisions of Section 274.03, F.S., which cannot be physically located by the custodian or custodian delegate, which property has not been otherwise lawfully disposed of. When the Office of the Chief Auditor determines that the item(s) is not accounted for, the asset is moved to an Unaccounted for Tangible Personal Property List. This item will remain designated on the Unaccounted for until the item is located and reactivated by Accounting & Financial Reporting Department-Capital Assets (AFRD-CA). If the item is not reactivated after two years, the item(s) is removed from the location's active list of property records.

In addition to having items which are not accounted for, the Office of the Chief Auditor issues a final audit report to the property custodian, identifying the final discrepancy list as well as outlining any material weaknesses associated with the location's inventory control. A copy of the final discrepancy report will be forwarded to AFRD-CA in order to amend the property records as deemed appropriate. For any new/found tangible personal property listed on the final audit discrepancy report with a historical cost/estimated value of \$1,000 or more, the location must forward a **03290** Equipment Acquisition form signed by the property custodian with invoices or supported estimated values authorizing AFRD-CA to add these property items to the Master File of Capital Assets database.

Summary of Property and Inventory Review for Fiscal Year 2017-18

The following report discloses the audits for 6 schools and 8 departments. These audits were finalized between August 31, 2017 through October 12, 2017. A summary of this report notes that:

- For the 14 locations, items were listed in the property records at a historical cost of \$19,554,721.
- For the 14 locations included in this report, 63 items were considered unaccounted for and had a historical cost of \$84,734.

SECTION I: Summary Property and Inventory Audits Performed

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA The Office of the Chief Auditor Property Audits

The following table presents a summary of the property and inventory audits that were finalized during the period August 31, 2017 through October 12, 2017. For any location that received an exception, we have included a detailed listing of the items that were unaccounted for and the administration's response.

Area	Name	Total Items	Historical Cost	Items Not Accounted For (INAF)	Historical Cost (INAF)	No Exception/ Exception	Page No.
School	Hollywood Hills Elementary	772	\$465,081	6	\$7,013	Exception	Pgs. 7 - 12
School	Mirror Lake Elementary	874	\$459,302	4	\$5,264	Exception	Pgs. 13 - 17
School	Norcrest Elementary	1,252	\$1,043,460	8	\$10,058	No Exception	
School	Nova Eisenhower Elementary	395	\$411,653	5	\$9,519	Exception	Pgs. 18 – 23
School	Tropical Elementary	724	\$800,623	17	\$23,783	Exception	Pgs. 24 - 46
School	Monarch High	2,426	\$2,944,366	23	\$29,097	No Exception	
Department	Broward Education Communication Network (BECON)	799	\$12,493,761	0	0	No Exception	
Department	Career, Technical, Adult & Community Education	75	\$157,098	0	0	No Exception	
Department	Certification/ Incentives	19	\$27,675	0	0	No Exception	
Department	Migrant Education	9	\$14,565	0	0	No Exception	
Department	Office of the Public Information Officer	42	\$73,155	0	0	No Exception	
Sub	Total	7,387	\$18,890,739	63	\$84,734		

Area	Name	Total Items	Historical Cost	Items Not Accounted For (INAF)	Historical Cost (INAF)	No Exception/ Exception	Page No.
Department	Psychological Services	110	\$141,415	0	0	No Exception	
Department	Special Programs	36	\$57,036	0	0	No Exception	
Department	Title I, Migrant & Special Programs	127	\$465,531	0	0	No Exception	
Sub Total		273	\$663,982	0	0		

Grand Total	7,660	\$19,554,721	63	\$84,734	10 No Exceptions 4 Exceptions
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Audits Performed by: Bryan Erhard Ivette Lima Arsenio Mobley Bruce Norris Stephanie Ormsby Jonathan Tolentino <u>Audits Processed by:</u> Megan Gonzalez Audits Managed by: Ali Arcese

SECTION II: Locations – All Items Accounted for

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA The Office of the Chief Auditor Property Audits

During the property audit at the following locations, all assets were reconciled.

LOCATION NAME

Broward Education Communication Network (BECON)

Career, Technical, Adult & Community Education

Certification/ Incentives

Migrant Education

Office of the Public Information Officer

Psychological Services

Special Programs

Title I, Migrant & Special Programs

SECTION III: Locations with Exceptions

School Name:	Hollywood Hills Elementary 0111			
Principal:	John Fossas			
Address:	Address: 3501 Taft Street Hollywood, FL 33021			
Total Number of Ite Total Dollar Cost of	ems in Inventory: f Items in Inventory:	772 \$465,081		
	ems Unaccounted for:	6		
Total Dollar Cost of	Total Dollar Cost of Items Unaccounted for: \$7,013			
Total Net Value of	Items Unaccounted for:	\$0		

Percentage of Dollar Cost of Items Unaccounted for: 1.5%

Finding

As a result of the property and inventory audit conducted at Hollywood Hills Elementary School, it was determined that some controls over inventory and fixed assets did not meet the District's policies and procedures.

A review of all property and inventory was performed. Of the 772 assets recorded at the school, 6 items were unaccounted for. The school was not able to provide the physical items or any District approved documentation.

According to the Principal, of the 6 items, 2 were said to have been surplused on January 27, 2015 during a surplus pickup. When researching the two computers, both had been accounted for on July 28, 2015 during the FY2016 Property and Inventory audit. During the current year's audit, neither computer was physically accounted for, nor was surplus documentation provided dated after July 28, 2015. Both computers remain unaccounted for.

In addition, 2 other computers were reported to local police authorities.

- Hollywood Hills Elementary School reported a missing computer (Apple MacBook Serial# 4H5321G2SEB) to Hollywood Police Department (Case# 331703047559) after the school conducted an inventory check and could not locate the computer. The computer is considered "missing."
- Hollywood Hills Elementary School reported a theft of computer equipment (Apple IBook Serial# 4H535762SEB) to Hollywood Police Department (Case# 331611194858). The equipment was identified as missing on November 17, 2015; however, the theft was reported November 17, 2016, a year after the incident. This is out of compliance with Business Practice Bulletin O-100.

(Hollywood Hills Elementary continued)

Both of the above-mentioned computers remain unaccounted for.

Finally, the last two computers were not physically accounted for during the property and inventory audit, nor did the school provide any District approved documentation.

The school should have conducted semi-annual inventories to ensure that the District's Master File database records were accurately maintained and up-to-date. Non-compliance with policies and procedures for fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets.

Recommendations

The Office of the Chief Auditor suggests reconciliation of all assets be completed as often as needed to ensure an accurate physical accounting of site designated assets by the staff. The Principal should ensure the accounting of assets is completed semi-annually in order to comply with policies and procedures.

The Office of the Chief Auditor recommends the Principal register the designated property team member(s) for the <u>Inventory Process & Tips</u> training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> with the designated property team member(s) to ensure compliance with all procedures. The following internal control areas require improvement.

- The locations must take appropriate measures to ensure the safekeeping of all tangible personal property.
- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.
- Any corrections required to asset record(s) should be promptly reported to AFRD-CA. The property custodian should immediately notify AFRD-CA if any discrepancies are noted, so they can be corrected in a timely manner.

(Hollywood Hills Elementary continued)

- Internal controls should be developed by the location to improve its processes for surplussing. The school should ensure that all equipment deemed obsolete is accurately documented on a 3290A Surplus Declaration Transfer form.
- In the event of theft or vandalism, the property custodian should report the loss to the Special Investigative Unit (SIU) and the local authorities at the time of the incident. This should be completed within two business days from when the incident is known.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA The Office of the Chief Auditor Property Division 2017-18

Items not accounted for: Hollywood Hills Elementary School 0111

	BPI	ITEM	ITEM HIS	
	NUMBER	DESCRIPTION		COST
1	06-84222	COMPUTER, APPLE	\$	1,177.00
2	05LA00798	LAPTOP, APPLE REFRESH	\$	1,395.62
3	05LA00852	LAPTOP, APPLE REFRESH	\$	1,395.62
4	05LA00875	LAPTOP, APPLE REFRESH	\$	1,395.62
5		LAPTOP, APPLE MACBOOK (SER# 452170VQF5W) ^[2]	\$	899.00
6		LAPTOP, DELL E5420 (SER# 1RWB9W1) ^[2]	\$	750.00

Total Historical Cost of Property unaccounted for as of June 30, 2017	\$	7,012.86
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^[1]Total Accumulated Depreciation as of June 30, 2017 <u>\$ 7,012.86</u>

-

Net Value of Property considered to be unaccounted for as of June 30, 2017 \$

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA OFFICE OF SCHOOL PERFORMANCE AND ACCOUNTABILITY

VALERIE S. WANZA, Ph.D. CHIEF OFFICER

Phone: 754-321-3838

Facsimile: 754-321-3886

August 22,	2017
TO:	Patrick/Reilly, Chief Auditor Office of the Chief Auditor
FROM:	Valerie S. Wanza, Ph.D.

Chief School Performance & Accountability Officer

SUBJECT: PROPERTY AND INVENTORY RESPONSE-FY 2016-17 HOLLYWOOD HILLS ELEMENTARY SCHOOL

This correspondence acknowledges receipt and review of the findings from the FY 2016-17 property and inventory audit for Hollywood Hills Elementary School. In addition to the corrective measures that the principal is instituting, the Office of School Performance & Accountability will provide the following support and oversight in assisting the school in this area:

- The cadre director will work with the principal to establish, execute and monitor property and inventory controls that are consistent with District policies and business practice bulletins in this area.
- The principal will be provided a mentor principal who has demonstrated accuracy and efficiency with property and inventory to share best practices in asset management.
- The cadre director will work with the principal to ensure the individuals who have been identified by the principal to assist with asset management receive the proper training in this area.

The Office of School Performance & Accountability recognizes the seriousness of this matter. We will work to ensure that this school develops, implements and monitors sound business practices that should prevent further occurrences of this nature. If I may be of additional assistance, please contact me at 754-321-3838.

VSW/LP:tlw

cc: Linda Pazos, Director, School Performance & Accountability John Fossas, Principal, Hollywood Hills Elementary School





THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Hollywood Hills Elementary School John Fossas, Principal 3501 Taft Street Hollywood, FL. 33021 754-323-6200 Office/754-323-6240 Fax http://hollywoodhillselem.browardschools.com

August 21, 2017

The School Board of Broward County, Florida Abby M. Freedman, Chair

Nora Rupert, Vice Chair Donna P. Korn Robin Bartleman

Robin Bartleman Ann Murray Patricia Good Heather P. Brinkworth Dr. Rosalind Osgood Laurie Rich Levinson

Robert W. Runcie Superintendent of Schools

TO:	Dr. Valerie Wanza, Chief
	Office of School Performance & Accountability
FROM:	John D. Fossas, Principal Hollywood Hills Elementary School 0111
19	Hollywood Hills Elementary School 0111

SUBJECT: PROPERTY AND INVENTORY AUDIT RESPONSE-FISCAL YEAR 2016-2017 HOLLYWOOD HILLS ELEMENTARY

The report listed 6 total devices that were not accounted for. The two devices below were surplussed in 2015 with the correct serial numbers, but incorrect BPI number on the 3290A Transfer Form. In the future, I will ensure that all items have matching serial and BPI numbers on all documents before they are removed from our possession.

- 06-84222 COMPUTER, APPLE \$ 1,177.00 and
- 05LA00875 LAPTOP, APPLE REFRESH \$ 1,395.62

The two devices listed below were reported as stolen to the City of Hollywood Police Department. A police report was created and is in our possession. However, I did not report it to the Broward District School Police Department. I will ensure that both reports are filed with each agency within 48 hours.

- 05LA00798 LAPTOP, APPLE REFRESH \$ 1,395.62
- 05LA00852 LAPTOP, APPLE REFRESH \$ 1,395.62

The two devices listed below were never on my official Property & Inventory Report as they are undervalued items. I am now keeping track of all undervalued items over \$200.00.

- LAPTOP, APPLE MACBOOK (SER# 452170VQF5W) \$ 899.00
- LAPTOP, DELL E5420 (SER# 1RWB9W1) \$ 750.00

Additionally, I am implementing the recommendations of the Chief Auditor. I will be registering the members of my property team for the Inventory Process & Tips training. I will be conducting semi-annual inventory inspections with the property team to account for all devices on the Property & Inventory.

School Name:	ame: Mirror Lake Elementary 1841			
Principal: Marlen Veliz				
Address:	ress: 425 SW 28 th Street Fort Lauderdale, FL 33315			
	tems in Inventory: of Items in Inventory: tems Unaccounted for:	874 \$459,302 4		

Total Dollar Cost of Items Unaccounted for:\$5,264Total Net Value of Items Unaccounted for:\$0Percentage of Dollar Cost of Items Unaccounted for:1.2%

Finding

As a result of the property and inventory audit conducted at Mirror Lake Elementary, it was determined that some controls over inventory and fixed assets did not meet the District's policies and procedures.

A review of all property and inventory was performed. Of the 874 assets recorded at the school, four items were unaccounted for. According to the Principal, two computers were surplused, but the school did not complete the proper District approved forms. In addition, another computer was listed on the 3290A Surplus Declaration Transfer Form, but the information listed was incorrect and did not match the District's Master File database. The school had a chance to correct this error; however, it was not corrected.

Finally, a teacher lost a computer during a technology training. The school reported the "lost" laptop to the Hollywood Police Department (Case# 33-1608-041913) eleven days after the laptop was lost. The computer was never found and is considered unaccounted for. A police report should not be used as a "clean up" mechanism when internal controls have not been consistently upheld, resulting in unaccounted for equipment.

Recommendations

The Office of the Chief Auditor suggests reconciliation of all assets be completed as often as needed to ensure an accurate physical accounting of site designated assets by the staff. The Principal should ensure the accounting of assets is completed semi-annually in order to comply with policies and procedures.

(Mirror Lake Elementary continued)

The Office of the Chief Auditor recommends the Principal register the designated property team member(s) for the <u>Inventory Process & Tips</u> training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> with the designated property team member(s) to ensure compliance with all procedures. The following internal control areas require improvement.

- The location must take appropriate measures to ensure the safekeeping of all tangible personal property.
- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.
- Any corrections required to asset record(s) should be promptly reported to AFRD-CA. The property custodian should immediately notify AFRD-CA if any discrepancies are noted, so they can be corrected in a timely manner.
- Internal controls should be developed by the location to improve its processes for surplussing. The school should ensure that all equipment deemed salvageable is accurately documented on a 3290A Surplus Declaration Transfer Form and removed from the location during the scheduled pickup.
- In the event of theft or vandalism, the property custodian should report the loss to the Special Investigative Unit (SIU) and the local authorities at the time of the incident. This should be completed within two business days from when the incident is known.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA The Office of the Chief Auditor Property Division 2017-2018

Items not accounted for: Mirror Lake Elementary School 1841

BPI	ITEM	HISTORICAL	
NUMBER	DESCRIPTION	COST	
11-00705	APPLE MACBOOK 2.26 GHZ W/DVD	\$ 1,251.85	
07-11659	APPLE MIMAC INTEL W/17"	\$ 1,085.00	
05LA14009	APPLE LAPTOP	\$ 1,395.62	
05-55425	APPLE IBOOK G4 W/CD	\$ 1,531.50	
	NUMBER 11-00705 07-11659 05LA14009	NUMBERDESCRIPTION11-00705APPLE MACBOOK 2.26 GHZ W/DVD07-11659APPLE MIMAC INTEL W/17"05LA14009APPLE LAPTOP	

Total Historical Cost of Property unaccounted for as of July 31, 2017	\$ 5,263.97
^[1] Total Accumulated Depreciation as of July 31, 2017	\$ 5,263.97
Net Value of Property considered to be unaccounted for as of July 31, 2017	\$ -

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA OFFICE OF SCHOOL PERFORMANCE AND ACCOUNTABILITY

VALERIE S. WANZA, Ph.D. CHIEF OFFICER

Phone: 754-321-3838

Facsimile: 754-321-3886

August 24, 2017

TO:	Patrick Reilly, Chief Auditor
	Office of the Chief Auditor
FROM:	Valerie S. Wanza, Ph.D. Chief School Performance & Accountability Officer
SUBJECT:	PROPERTY AND INVENTORY RESPONSE-FY 2016-

SUBJECT: PROPERTY AND INVENTORY RESPONSE-FY 2016-17 MIRROR LAKE ELEMENTARY SCHOOL

This correspondence acknowledges receipt and review of the findings from the FY 2016-17 property and inventory audit for Mirror Lake Elementary School. In addition to the corrective measures that the principal is instituting, the Office of School Performance & Accountability will provide the following support and oversight in assisting the school in this area:

- The cadre director will work with the principal to establish, execute and monitor property and inventory controls that are consistent with District policies and business practice bulletins in this area.
- The principal will be provided a mentor principal who has demonstrated accuracy and efficiency with property and inventory to share best practices in asset management.
- The cadre director will work with the principal to ensure the individuals who have been identified by the principal to assist with asset management receive the proper training in this area.

The Office of School Performance & Accountability recognizes the seriousness of this matter. We will work to ensure that this school develops, implements and monitors sound business practices that should prevent further occurrences of this nature. If I may be of additional assistance, please contact me at 754-321-3838.

VSW/EE:dh

cc: Estella Eckhardt, Director, School Performance & Accountability Marlen Veliz, Principal, Mirror Lake Elementary School





THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Mirror Lake Elementary Marlen Veliz, Principal 1200 N.W. 72nd Avenue Plantation, FL 33313 (754)322-7100 The School Board of Broward County, Florida

Abby M. Freedman, Chair Nora Rupert, Vice Chair

> Robin Bartleman Heather P. Brinkworth Patricia Good Donna P. Korn Laurie Rich Levinson Ann Murray Dr. Rosalind Osgood

Robert W. Runcie Superintendent of Schools

August 24, 2017

TO: Dr. Valerie S. Wanza, Chief School Performance & Accountability Officer

FROM. Mrs. Marlen Veliz, Principal of Mirror Lake Elementary

SUBJECT: Audit Response Report on Property & Inventory for Mirror Lake Elementary

Mirror Lake Elementary is committed to meeting the District's policies and procedures. The report is accurate that two missing computers were surplused but the school did not complete the proper District approved forms. In addition, another computer was listed on the 3290A Surplus Declaration Transfer Form, but the information listed did not match the District's Master File database. We recognize that all three computers were indeed surplused but paperwork was not handled accordingly. The last item was listed as a "lost computer" and was presumed as a "clean up" mechanism. Administrators followed all district procedures and protocols upon teacher reporting it. Our SIU report clearly outlines the timeline of the actions taken. (Please see attached documents).

Internal controls will be periodically monitored to ensure accuracy and accountability of property and inventory as follows:

- The Micro-Tech will access Optispool reports and conduct in-house checks of teacher laptops.
- The leadership team will also be conducting monthly inventories (in addition to semiannual inventories) and any corrections or discrepancies noted to the asset records will be immediately reported to AFRD-CA.
- The reconciliation of all assets will be completed as needed to ensure an accurate physical account of our site's designated assets by the staff.

School Name:	Nova Eisenhower Element	tary 1271
Principal:	Carol Lesser	
Address:	6501 SW 39 th Street Davie, FL 33314	
Total Number of It	ems in Inventory:	395
Total Dollar Cost o	f Items in Inventory:	\$411,653
Total Number of It	ems Unaccounted for:	5
Total Dollar Cost o	f Items Unaccounted for:	\$9,519
Total Net Value of	Items Unaccounted for:	\$0
Percentage of Dolla	ar Cost of Items Unaccounted for:	2.3%

Finding

As a result of the property and inventory audit conducted at Nova Eisenhower Elementary School, it was determined that some controls over inventory and fixed assets did not meet the District's policies and procedures.

A review of all property and inventory was performed. Of the 395 assets recorded at the school, 5 items were unaccounted for. The school was not able to provide the physical items or any District approved documentation.

The school provided documentation for two incidents that were reported to local authorities since the last property audit. The reports referenced three pieces of equipment. Both police reports provided (Davie Police Case# 17-009293, 16-06008) were out of compliance with Business Practice Bulletin O-100: <u>Procedure for Property & Inventory Control</u>. The Office of the Chief Auditor (OCA) informed the school that police reports should not be used as a "clean up" mechanism when internal control elements have not been consistently upheld, resulting in unaccounted for equipment. According to the school, there is a lack of surveillance in the area where these Apple computers were stored. The OCA strongly recommends that this location not be used for storage until adequate surveillance coverage is available.

In addition, two other pieces of equipment were surplused according to the Principal; however, the documentation was also out of compliance with District procedures. Finally, a laptop could not be located by the school and is listed as unaccounted for.

Non-compliance with policies and procedures for fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets.

(Nova Eisenhower Elementary continued)

Recommendations

The Office of the Chief Auditor suggests reconciliation of all assets be completed as often as needed to ensure an accurate physical accounting of site designated assets by the staff. The Principal should ensure the accounting of assets is completed semi-annually in order to comply with policies and procedures.

The Office of the Chief Auditor recommends the Principal register the designated property team member(s) for the <u>Inventory Process & Tips</u> training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> with the designated property team member(s) to ensure compliance with all procedures. The following internal control areas require improvement.

- The location must take appropriate measures to ensure the safekeeping of all tangible personal property.
- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.
- In the event of theft or vandalism, the property custodian should report the loss to the Special Investigative Unit (SIU) and the local authorities at the time of the incident. This should be completed within two business days from when the incident is known.
- Internal controls should be developed by the location to improve its processes for surplussing. The school should ensure that all equipment deemed obsolete is accurately documented on a 3290A Surplus Declaration Transfer form.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA The Office of the Chief Auditor Property Division 2017-18

Items not accounted for: Nova Eisenhower Elementary 1271

	BPI	ITEM	HIS	TORICAL
	NUMBER	DESCRIPTION		COST
1	R13-80115	APPLE EMAC POWERMAC 4.4 COMPUTER	\$	1,000.00
2	08LA01519	APPLE MACBOOK 2.4GHZ; 2GB RAM	\$	2,769.81
3	08LA01525	APPLE MACBOOK 2.4GHZ; 2GB RAM	\$	2,769.81
4	05LA10284	APPLE-REFRESH LAPTOP	\$	1,395.92
5	02-01880	COMPUTER, MAC IMAC	\$	1,583.86

Total Historical Cost of Property unaccounted for as of June 1, 2017	\$ 9,519.40
^[1] Total Accumulated Depreciation as of June 1, 2017	\$ 9,519.40
Net Value of Property considered to be unaccounted for as of June 1, 2017	\$ -

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA OFFICE OF SCHOOL PERFORMANCE & ACCOUNTABILITY

VALERIE S. WANZA, Ph.D. CHIEF OFFICER

Phone: 754-321-3838

Facsimile: 754-321-3886

August 30, 2017

TO:	Patrick Reilly Chief Auditor
FROM:	Valerie S. Wanza, Ph.D. Chief School)Performance & Accountability Officer
SUBJECT:	PROPERTY AND INVENTORY AUDIT RESPONSE NOVA EISENHOWER ELEMENTARY

The Property and Inventory Audit, Fiscal Year 2017-2018, for Nova Eisenhower Elementary School, has been reviewed by the Office of School Performance & Accountability. Corrective measures have been implemented and will be closely monitored by this office. In addition to the revised school inventory plan, the Office of School Performance & Accountability has implemented the steps listed below:

- The outcome of this audit will be reflected in a summary memo to the principal.
- The principal will submit <u>semi-annual</u> Property and Inventory audit reports that will include the PNI 811 Asset Report and the Discrepancy List Report to the Office of School Performance & Accountability in November and May of 2017-2018. Additionally, all discrepancies will be reported in writing to Capital Assets and the Office of the Chief Auditor.
- The school inventory team will attend district-offered workshops regarding property and inventory. The school will provide written verification of training to the Office of School Performance & Accountability upon completion.
- The principal will work with the school inventory team to ensure that the proper paperwork is completed and appropriately reconciled for accuracy prior to the surplus or transfer of school equipment to another location.
- The cadre director will review the school's progress in this area during regularly-scheduled visits and provide the appropriate feedback.

The principal has been apprised as to the seriousness of property control and understands that appropriate disciplinary measures will be applied and documented for repeat audit exceptions.

VSW/DH:bjw

cc: David Hall, Director, Office of School Performance and Accountability Carol Lessor, Principal, Nova Eisenhower Elementary School





THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Nova Eisenhower Elementary Ms. C. Lesser, Principal 6501 SW 39th Street 754-323-6650 www.novaeisenhower.com The School Board of Broward County, Florida Abby M. Freedman, Chair Nora Rupert, Vice Chair

> Robin Bartleman Heather P. Brinkworth Patricia Good Donna P. Korn Laurie Rich Levinson Ann Murray Dr. Rosalind Osgood

Robert W. Runcie Superintendent of Schools

August 19, 2017

- To: Dr. Valerie Wanza Chief School Performance & Accountability Officer
- From: Carol Lesser June Principal

SUBECT: AUDIT REPORT ON PROPERTY & INVENTORY NOVA EISENHOWER ELEMENTARY SCHOOL FISCAL YEAR 2017-2018

Based on the report identifying the examination of the property and inventory of Nova Eisenhower Elementary School, I have implemented the following corrective actions:

Securing Items/Reporting Theft:

- The Principal will work with the property & inventory team to ensure that all unaccounted items are immediately reported to local authorities. Our technology specialist will report the loss to the District's Special Investigative Unit and the local authorities at the time of the incident and personally pick up the completed report from the authorities.
- Semi-annual inventory maintenance checks will be initiated by the property and inventory team to ensure property and inventory is accounted for. If a discrepancy occurs during quarterly monitoring, a list of missing items will be submitted to Capital Assets, Property and Inventory and Office of School Performance & Accountability.

Surplus Transfer Activity:

 Principal will ensure that the team reviews the Asset Report on a semi-annual basis and immediately remove any transferred, stolen or lost item.

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

The School Board of Broward County, Florida

Additionally:

- The technology specialist and alternate will attend the inventory Process and Tips training offered by the Information & Technology Department.
- The Principal will review the <u>Business Practice Bulletin O-100 Procedure for</u> <u>Property and Inventory Control</u> to ensure compliance with all procedures.
- All staff is required to complete a newly-created inventory sheet each quarter. This form requires the teacher to check both serial number and BPI number on each item listed in their rooms.

I am confident that by following these procedures, we will ensure that all assets are accounted for in the future. I understand the seriousness of the accurate account and security of all district items.

CL

cc: David Hall, Director, Office of School Performance & Accountability

School Name:	Tropical Elementary 0	731
Principal:	Erik Anderson	
Address:	1500 SW 66 th Avenue Plantation, FL 33317	
Total Number of It	ems in Inventory:	724
Total Dollar Cost o	of Items in Inventory:	\$800,623
Total Number of Ite	ems Unaccounted for:	17
Total Dollar Cost o	of Items Unaccounted for:	\$23,783
Total Net Value of	Items Unaccounted for:	\$0

Percentage of Dollar Cost of Items Unaccounted for: 3.0%

Finding

As a result of the property and inventory audit conducted at Tropical Elementary School, it was determined that some controls over inventory and fixed assets did not meet the District's policies and procedures.

A review of all property and inventory was performed. Of the 724 assets recorded at the school, 17 items were unaccounted for. The school was not able to provide the physical items or any District approved documentation.

During the property and inventory audit, the school provided the Inventory Audit Specialist (IAS) a set of 3290A Surplus Declaration Transfer Forms dated December 2015. Taking into account that the forms provided were over two years old, the Property and Inventory Audit Manager, while processing the file, compared the forms provided by the school to the original forms submitted to Accounting and Financial Reporting – Capital Assets (AFRD-CA). She discovered that the 3290A Surplus Declaration Transfer Forms provided by the school had been altered (see Exhibit A). It appears that the forms were falsified. The 16 pieces of equipment that had been added to the forms remains unaccounted for because the location was not able to provide a rationale why the forms were changed. The Warehousing Services – B-Stock Department and AFRD-CA were interviewed and neither had the forms that the school provided.

A material weakness concern was identified with the school's surplus procedures and should be addressed immediately in order to reduce the risk of material errors. The location should be conducting semi-annual inventories to ensure that the District's Master File database records are accurately maintained and up-to-date.

(Tropical Elementary continued)

Non-compliance with policies and procedures for fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets.

Recommendations

The Office of the Chief Auditor suggests reconciliation of all assets be completed as often as needed to ensure an accurate physical accounting of site designated assets by the staff. The Principal should ensure the accounting of assets is completed semi-annually in order to comply with policies and procedures.

The Office of the Chief Auditor recommends the Principal register the designated property team member(s) for the <u>Inventory Process & Tips</u> training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> with the designated property team member(s) to ensure compliance with all procedures. The following internal control areas require improvement.

- The location must take appropriate measures to ensure the safekeeping of all tangible personal property.
- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.
- Any corrections required to asset record(s) should be promptly reported to AFRD-CA. The property custodian should immediately notify AFRD-CA if any discrepancies are noted, so they can be corrected in a timely manner.
- Internal controls should be developed by the school to improve its processes for surplussing. The school should ensure that all equipment deemed obsolete is accurately documented on a 3290A Surplus Declaration Transfer form.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA The Office of the Chief Auditor Property Division 2017-18

Items not accounted for: Tropical Elementary School 0731

	BPI	ITEM	HIST	ORICAL
	NUMBER	DESCRIPTION	(COST
1	08-00285	APPLE MACBOOK 2.0 GHZ W/DVD	\$	1,716.00
2	07-12373	APPLE IMAC INTEL W/17"	\$	1,085.00
3	05LA06022	APPLE LAPTOP	\$	1,395.62
4	05-83231	APPLE IBOOK 12" G4	\$	1,608.60
5	05-44496	APPLE IBOOK G4 W/CD	\$	1,456.50
6	05-44494	APPLE IBOOK G4 W/CD	\$	1,456.50
7	05-43178	DELL PM LAPTOP	\$	1,738.00
8	05-43173	DELL PM LAPTOP	\$	1,738.00
9	05-36112	APPLE IBOOK G4 COMBO	\$	1,239.00
10	05-36111	APPLE IBOOK G4 COMBO	\$	1,239.00
11	05-26672	APPLE EMAC G4 W/17"	\$	1,100.30
12	05-26666	APPLE EMAC G4 W/17"	\$	1,100.30
13	05-23436	APPLE IBOOK G4 W/CD RW/DVD	\$	1,446.00
14	04-03253	APPLE EMAC G4	\$	1,100.25
15	01-22236	MAC IMAC COMPUTER	\$	1,583.86
16	01-22225	MAC IMAC COMPUTER	\$	1,583.86
17	01-15942	MAC IMAC COMPUTER	\$	1,195.86

Total Historical Cost of Property unaccounted for as of June 30, 2017 \$ 23,782.65

^[1]Total Accumulated Depreciation as of June 30, 2017 <u>\$ 23,782.65</u>

-

Net Value of Property considered to be unaccounted for as of June 30, 2017 \$

[1] Based upon class life used by the Accounting and Financial Reporting Department

		Exhibit A
B-Stock Transfer Transfer # 25384 Cafeteria #		Date Closed. 17 15 umber of 3290A Attachments: 14 lumber of Other Attachments:
Issuing Location 0731 Tropical Elementary 1500 SW 66 Ave Plantation, FL 33317 Phone/Fax: (754)323-7750 / (754)323-779 Contact: Check if unable to complete Reason: NoTe : 3 Additional 32904's	Contact:	use e FL 33309 321-2850 / (754)321-2886
Line # BPI # Serial # Qty Ite	m Description aylord Box of Surplus Technology Iten	A Status
		12/22/15

Complete

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Requested By: Javier Garcia 954-232-5597	
Released By: Eik ander	Date: 12/22/15
Received By: And & JAMES	Date: 12/22/15
Delivered By:	
Originator: Ted Skopinski	
Written changes to this form MUST be initialed by school administrator	

Written changes to this form MUST be initialed by school administrator Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

	Capital	OF BROWARD COUNTY, FLC Assets Activity Form Declaration Transfer	DRIDA Picked up	∕ Exhib ∠ _{PAGES}	it/
SURPLUS (Principal / I	Director Authorization Signature Required)				
Removal Assistance Required		SUBMIT	SURPLUS / TRANSFER FORM TO B	-STOCK	
Location Name: Tropical Elementary		Location Name:			
Contact Name: Javier C Phone#: 754-323		Contact Name:			
Phone#: 754-323		Phone#:	-		
BPI Number Refer to Asste record Download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
04-20507	G8422200R93	EMAC	34		-
04-03248	G83214YQPQL		DESKTOP, EMAC G4 W/17"		-
05-39551	G844402CR93	EMAC			-
04-03250	G83215P7PQL		DESKTOP. EMAC G4 W/17"		
04-20504	G84221XQR93	EMAC			
05-39560	G8444023R93	EMAC			
05-39565	G8444044R93	EMAC			
04-03254	G832139KPQL		DESKTOP, EMAC G4 W/17"		
05-26665	G84244EHR93	EMAC			
05-39562	G8444036R93	EMAC			
	491-14151973	Zenith	VCR		
	123R2934		/dvd Combo - (Dr-mv100bi)		
	S32020495		AP110 Typewriter		
05 30552	/C844403 IR93	EMAC			
04-03253	V G83215PYPQL	APPLE	DESKTOP. EMAC G4 W/17"	-	
quipment Transfer / Surplus Approved by:	Erik Anderson [Principal / Director (per Policy 3204)	DATE: <u>12/14/15</u> Released by:	Javier Garcia, Tech. Specialist DA	\TE:	_
leceipt of Transfer cknowledged by:	Principal / Director (per Policy 3204)	DATE:			
em(s) Delivered by:	Please Print Name, Title	DATE:			
ORM 3290A Rev. 07/08	* Pick-Up Verification document from a SBE	3C approved removal agent should be	retained for Audit Purposes as well (SURP	LUSI	

Original surplus forms recieved by Accounting & Financial Reporting - Capital Assets January 7, 2016 from the Warehousing Serivces Department B-Stock

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	05-39551	G844402CR93		EMAC G4			- "
1	04-03250	G83215P7PQL		APPLE, DESKTOP, EMAC G4 W/1	7"		-1
-	04-20504	G84221XQR93		EMAC G4			
	05-39560	G8444023R93		EMAC G4			
-	05-39565	G8444044R93		EMAC G4			-1
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07-09144	940PH6G	LEXM	IARK C772N		-
05-26670 G8424529R93		EMAC			-
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05-26674 G84244E2R93 05-26668 / G84244HGR93			parency Maker	_	-
		EMAC		-	-
05-26672	G84247BCR93	EMAC			-
Equipment Transfer / Surplus Approved by: Receipt of Transfer Acknowledged by:	Principal / Director (per Policy 3204)	DATE: <u>12/14/15</u> Released by	: Javier Garcia, Tech. Specialist DAT Please Print Name, Title	E:	
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Original surplus forms recieved by Accounting & Financial Reporting - Capital Assets January 7, 2016 from the Warehousing Serivces Department B-Stock

SURPLUS (Principal / Di	Capital	OF BROWARD COU Assets Activity Form Declaration Transfer	2 14	-PAGES
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07-09144	940PH6G		LEXMARK C772N	
05-26670	G8424529R93		EMAC G4	
04-03275	G83215ESPQL		APPLE. DESKTOP, EMAC G4 W/17"	
05-23425	G84247ASR93		EMAC G4 IBM dot matrix printer	
	AKF0006693 52135370022		Zenith TV	
	821-32150611		Zenith TV	
	502RMGC156223		Zenith TV	
04-03257	G83215NLPQL		APPLE, DESKTOP, EMAC G4 W/17"	
04-03265	G83215LXPQL		APPLE, DESKTOP, EMAC G4 W/17"	
05-26667	G84244HCR93		APPLE, DESKTOP, EMAC G4 W/17"	
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05-26674	G84244E2R93		EMAC G4	
05 26669	004044400000		EMAC CI	
Receipt of Transfer	Principal / Director (per Policy 3204)	DATE: <u>12/14/15</u> Rele DATE: <u>12/22/15</u>	ased by: <u>Javier Garcia, Tech. Specialist</u> DA Please Print Name, Title	ATE: <u>/2/</u>
Item(s) Delivered by: —	Please Print Name, Title	DATE:		

√ *SURPLUS (Principal / D		OF BROWARD COU Assets Activity Form Declaration Transfe	1	Exhi	
	g and receiving Principal / Director authorization	signatures required)	SUBMIT SURPLUS / TRANS	FER FORM TO B-STOCH	¢
Removal Assistance Required Issuing Location #: 0731 Location Name Contact Name: Javier G Phone#: 754-323	Elementarv	Loc Con	eiving Location #: ation Name: tact Name: ne#:		-
BPI Number Refer to Asste record Download as needed	Serial Number	Model Number	Equipmen Descriptio	n	Obsolete Broken
01-22210	YM1145DXKLX		IMAC		-
01-22254	RN1157MRKLB		IMAC		
	GY8F730259L		Epson EMP-82		_
05-37891	612712293 60TQX51		Sharp VCR Dell GX280		
05-37890	20TQX51		DELL GX280		-
01-22201	YM114571KLX		IMAC		
01-22247	RN115783KLB		COMPUTER, MAC IMAC		
05-21194	991L4YD		LEXMARK, T630N		-
2924	1084163		Piano Wurlitzer		
	421-44040305		Zenith TV		
	904713074		Sharp VCR		
04-01545	G83111DXNED		EMAC G4		_
05-40959	9922688 RN1155PUKLB		I EXMARK T630N		-
Equipment Transfer / (Burplus Approved by: - Receipt of Transfer Acknowledged by: -	Principal / Director (per Policy 3204)	DATE: <u> 12/14/15</u> Rele	pased by: Javier Garcia, Tech. Sp Please Print Name	cialist DATE:	
em(s) Delivered by: —	Please Print Name, Title	DATE:			
FORM 3290A Rev. 07/08	* Pick-Up Verification document from a SBB	IC approved removal agen	t should be retained for Audit Purpo	oses as well (SURPLUS).	

SURPLUS (Principal / Director Authorization Signature Required) SUBMIT SURPLUS / TRANSFER FORM TO B-STOCK Removal Assistance Required YES NO Issuing Location King 0731 Beneration Signature required) Location Name: Location Elementary Contact Name: Location Name: Phonest: Z54-323-4238 Receiving Location #: Location Name: Phonest: Z54-323-4238 Receiving Location #: Location Name: BPI Serial Model Equipment \$	BPI Serial Model Equipment grading of the second process of the second proces of the second process of the second process of the	TRANSFER (both issuing and receiving Principal / Director authorization signatures required) SUBMIT SURPLUS / TRANSFER FORM TO B-STOCK Removal Assistance Required YES NO Issuing Location #, 0731 Receiving Location #, 100000000000000000000000000000000000		THE SCHOO	L BOARD OF BROWAR Capital Assets Activi Surplus Declaration	ty Form		14 PAGES
Image: Contract Name: TRANSFER (both issuing and receiving Principal / Director authorization signatures required) SUBMIT SURPLUS / TRANSFER FORM TO B-STOCK Removal Assistance Required YES NO Issuing Location #: Itapical Elementary Location Name: Location Name: Itapical Elementary Location Name: Contact Name: Itapical Elementary Contact Name: Phone#: Serial Model Equipment Refer to Assts record Number Number Description 01-22210 YM1145DXKLX IMAC IMAC 01-22254 RM157MRKLB IMAC Imac 05-37890 60T0X513 DelL GX280 Imac 01-22201 YM114571KLX IMAC Imac 01-22217 YM114571KLX DelL GX280 Imac 01-22217 YM114571KLX DelL GX280 Imac 01-22201 YM114571KLX Imac Imac 01-22201 YM114571KLX DelL GX280 Imac 01-22201 YM114571KLX Imac Imac 01-22201 YM114571KLX Imac Imac	BPI Serial Model Equipment grading of the second process of the second proces of the second process of the second process of the	TRANSFER (both issuing and receiving Principal / Director authorization signatures required) SUBMIT SURPLUS / TRANSFER FORM TO B-STOCK Removal Assistance Required YES NO Issuing Location #:	SURPLUS (Principal)	Director Authorization Signature Re	quired)			
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Location Name: Trapical Elementary Location Name: Javier Garcia Contact Name: Contact Name: Phone#: Z54-323-4238 Contact Name: Phone#: Serial Model Equipment Number Number Number Description \$	Location Name: Intoicial Elementary Contact Name: Location Name: Phone#: Idea Garcia 754.323.4238 Contact Name: Contact Name: Phone#: 754.323.4238 Contact Name: Contact Name: Number Number Number Phone#: Contact Name: 01-22210 YM1145DXKLX IMAC I 01-22210 YM1145DXKLX IMAC I 01-22254 RN1157MRKLB IMAC I 05-37891 60TQX51 Dell GX280 I 05-37890 20TQX51 Dell GX280 I 01-22247 RN11573XLB COMPUTER. MAC IMAC I 01-22247 RN115733KLB COMPUTER. MAC IMAC I 01-22247 RN115733KLB COMPUTER. MAC IMAC I 01-22247 RN115733KLB COMPUTER. MAC IMAC I 025-21194 9911470 LEXMARK T630N I 2924 1084163 Piano Wurlitzer I 04-01545 G831110XNED D 20 1 Exmark T630N I <td>Location Name: <u>Jouical Elementary</u> Contact Name: <u>Jouical Elementary</u> Contact Name: <u>Jouical Elementary</u> Contact Name: <u>Jouical Elementary</u> Contact Name: <u>Jouical Elementary</u> Phonest: <u>Serial</u> Number Number Refer to Asste record Number Download as needed Number 01-22210 YM1145DXKLX GYSF7302591 Ebson EMP-82 GYSF7302591 Ebson EMP-82 05-37891 \$0170251 Dell GX280 Dell GX280 05-37890 2070X51 D1-22201 YM11457/IKLX IMAC 01-22247 RN1157783KLB Contact Name: Common Elementary 05-37890 2070X51 Dell GX280 Dell GX280 01-22201 YM11457/IKLX IMAC 01-22247 RN115783KLB Common Elementary 05-3194 9914YD LeXMARK.T630N 2924 1084163 Plano Wurilizer 421-40040305 Zenith TV Surplus Approved by: Principal / Director (per Policy 3204) <td>Removal Assistance Required</td><td>YES NO</td><td></td><td></td><td></td><td></td></td>	Location Name: <u>Jouical Elementary</u> Contact Name: <u>Jouical Elementary</u> Contact Name: <u>Jouical Elementary</u> Contact Name: <u>Jouical Elementary</u> Contact Name: <u>Jouical Elementary</u> Phonest: <u>Serial</u> Number Number Refer to Asste record Number Download as needed Number 01-22210 YM1145DXKLX GYSF7302591 Ebson EMP-82 GYSF7302591 Ebson EMP-82 05-37891 \$0170251 Dell GX280 Dell GX280 05-37890 2070X51 D1-22201 YM11457/IKLX IMAC 01-22247 RN1157783KLB Contact Name: Common Elementary 05-37890 2070X51 Dell GX280 Dell GX280 01-22201 YM11457/IKLX IMAC 01-22247 RN115783KLB Common Elementary 05-3194 9914YD LeXMARK.T630N 2924 1084163 Plano Wurilizer 421-40040305 Zenith TV Surplus Approved by: Principal / Director (per Policy 3204) <td>Removal Assistance Required</td> <td>YES NO</td> <td></td> <td></td> <td></td> <td></td>	Removal Assistance Required	YES NO				
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		Equipment Transfer / Surplus Approved by: Eil Cheman DATE: 12/14/05 Released by: Javier Garcia, Tech. Specialist DATE: 12/14 Receipt of Transfer Acknowledged by: Eile Cheman DATE: 12/14/05 Released by: Javier Garcia, Tech. Specialist DATE: 12/14 Principal / Director (per Policy 3204) DATE: 12/14/05 Released by: 10 Principal / Director (per Policy 3204) Item(s) Delivered by: DATE: 22/22/15 DATE: 22/22/15			n Vol			
		Receipt of Transfer Acknowledged by: Eile Outlesson DATE: Principal/ Director (per Policy 3204) Item(s) Delivered by: DATE: DATE:	00-40909	5744000		C AMAININ	100014	
aujoment Transfer / E / Cl / 12/1/2 12/1/2		Receipt of Transfer E C Date: Principal / Director (per Policy 3204) Receipt of Transfer E C Date: Date: Principal / Director (per Policy 3204) DATE: DATE:		VIIV	DATE: <u>h2/191</u>	Released by: Jav	Please Briet Name Title	DATE:
urplus Approved by: Lik Cherry DATE: 12/14/65 Released by: Javier Garcia, Tech. Specialist DATE: 12/14	Surplus Approved by: DATE: 4/14/10 Released by: Javier Garcia, Tech. Specialist DATE: 1/1/4	Acknowledged by: Drincipal / Director (per Policy 3204) Item(s) Delivered by: DATE:		Principal / Director (per Policy 32)	04)		mease mint name, little	
Principal / Director (per Policy 3204) Please Print Name, Title	Principal / Director (per Policy 3204) Please Print Name, Title	Acknowledged by: DATE: DATE: DATE:	Receipt of Transfer	E.L. a. les	DATE 12	22/15		
Principal / Director (per Policy 3204) Please Print Name, Title	Principal / Director (per Policy 3204) Please Print Name, Title	Item(s) Delivered by: DATE:	Acknowledged by:	Carle Content	DATE:			
Principal / Director (per Policy 3204) Pecepit of Transfer <u>Each</u> Date: 12-622 [15	Receipt of Transfer Eile Queless DATE: 12/22/15	itelita) behavered by.		Principal / Director (per Policy 320	4)			
Principal / Director (per Policy 3204) Pecepit of Transfer <u>Each</u> Date: 12-622 [15	Receipt of Transfer Eile Queless DATE: 12/22/15	itelita) belivered by.	Itom/s) Delivered hu		DATE:			
Experior and Principal / Director (per Policy 3204) Please Print Name. Title Principal / Director (per Policy 3204) DATE: 12-122 DATE: 12-122	Receipt of Transfer Acknowledged by: Principal / Director (per Policy 3204) Principal / Director (per Policy 3204) Principal / Director (per Policy 3204) Principal / Director (per Policy 3204)		item(s) Delivered by: -	Please Print Name Title				

	Capita Surplu	D OF BROWARD COUNTY, I Assets Activity Form s Declaration Transfer	FLORIDA		it A
*SURPLUS (Principal /	Director Authorization Signature Required)				
Removal Assistance Required	ng and receiving Principal / Director authorizatio	Receiving	MIT SURPLUS / TRANSFER FOR	М ТО В-ЅТОСК	
Contact Name: Javier		Location N Contact Na			5
Phone#: 754-32	3-4238	Phone#:			
BPI Number Refer to Asste recon Download as needer		Modeł Number	Equipment Description	Ohsolete ate	Bro' 1
	VA6FA020909	Pa	nasonic DVD Player		+
	591-37464528		nith DVD/VCR		
03-83942	99045WF		XMARK T520N		
01-22196	YM1143X2KLX G83215CYPQL		AC		-
05-23420	G83215CYPQL G84247AYR93		PLE, DESKTOP, EMAC G4 W/17"		-
04-03255	G83215NTPQL		IAC G4 PLE, DESKTOP, EMAC G4 W/17"		-
05-26673	G84247CVR93		AC G4		+
05-21195	991L4YG		XMARK T630N		+
05LL01057	7901K3G		XMARK T640N		1
01-22223	RN11554KKLB				
02-08723	RN143316LFC		AC		_
01-22252	RN1157KNKLB	IM/			
01-22236	RN11573XKLB		MPUTER, MAC IMAC		+
Equipment Transfer / Surplus Approved by: Receipt of Transfer Acknowledged by:	Principal / Director (per Policy 3204)	DATE: <u> &/14/15</u> _{Released} DATE:	by: Javier Garcia, Tech. Specialist Please Print Name, Title	DATE:	
Item(s) Delivered by:	Please Print Name, Title	DATE:			
FORM 3290A Rev. 07/08	* Pick-Up Verification document from a SB	BC approved removal agent shoul	ld be retained for Audit Purposes as wel	I (SURPLUS).	

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		al Assets Activity Form	4 of 1	4_PAGES .
î	Surpl	us Declaration Transfer	0/	FAGES .
✓ *SURPLUS (Principal)	Director Authorization Signature Required)			
8				
TRANSFER (both issu	ing and receiving Principal / Director authorizat	ion signatures required)	SUBMIT SURPLUS / TRANSFER FORM TO	B-STOCK
Removal Assistance Required	TYES TNO			
Nemoval Assistance Nequires				
Issuing Location #: 0731		Rece	iving Location #:	
Location Name: Tropic	al Elementary	Local	tion Name:	
Contact Name: Javier Phone#: 754-32			act Name:	
Phone#: 104-52	3-4230	Phon	e#	
BPI	Serial	Model	1.000	ete
Number		Number	Equipment Description	201
Refer to Asste recorr Download as needed		Number	Description	Obsolete
	VA6FA020909		Panasonic DVD Player	
	591-37464528		Zenith DVD/VCR	
03-83942	99045WF		LEXMARK T520N	
01-22196	YM1143X2KLX		IMAC	
04-03264	G83215CYPQL		APPLE, DESKTOP, EMAC G4 W/17"	
05-23420	G84247AYR93		EMAC G4	
04-03255	G83215NTPQL		APPLE, DESKTOP, EMAC G4 W/17"	
05-26673	G84247CVR93	and the second sec	EMAC G4	
05-21195	991L4YG		LEXMARK T630N	
05LL01057	7901K3G		LEXMARK T640N	
01-22223	RN11554KKLB		IMAC	
02-08723	RN143316LFC		IMAC	
01-22252	RN1157KNKLB		IMAC	
01-22208	YM1145DNKLX		IMAC	
	<u> </u>			
Equipment Transfer /	E. & Realist	12/14/15	ased by: Javier Garcia, Tech. Specialist	DATE: 12/1
Surplus Approved by:	Vink Contraction	DATE: Relea	Please Print Name, Title	DATE:
	Principal / Director (per Policy 3204)		Frease Fint Name, Title	
Receipt of Transfer	Sil MI	DATE: 12/22/15		
Acknowledged by:	and and	DATE: 1-1 ad 10		
	Principal / Director (per Policy 3204)			
Item(s) Delivered by: -		DATE:		
in a second s	Please Print Name, Title			

√ *SURPLUS (Principa	Capit	RD OF BROWARD COU tal Assets Activity Form lus Declaration Transfe	5 14	Exhibi	it A
	uing and receiving Principal / Director authoriza	ation signatures required)	SUBMIT SURPLUS / TRANSFER FORM TO B	стоск	
Contact Name: Javie	d YES NO	Loc Con	eiving Location #:		
BPI Number Refer to Asste reco Download as need		Model Number	Equipment Description	Obsolete	Broken
05-23421	G84244CGR93		EMAC G4		
04-03256	G8321541PQL		APPLE, DESKTOP, EMAC G4 W/17"		
05-39552	G844406HR93		EMAC G4		
01-22182	G8444049R93 YM1141LTKLX		EMAC G4		
02-09571	RN1332ZELFC		IMAC		
04-18523	G84183NUR93		IMAC Emac G4		
05-40958	992268G		LEXMARK T630N		
04-03277	991035G		LEXMARK T630		-
0100211	13567000611567		IBM Typewriter		-
04-03245	G832158BPQL		APPLE, DESKTOP, EMAC G4 W/17"		-
05-39561	G844402HR93		EMAC G4		
05-26662	G84244DLR93		EMAC G4		-
00-05000	G844401ER93		EMAC G4		
07-12373	W87091NKWH5		Imac		1
Equipment Transfer / Surplus Approved by: Receipt of Transfer Acknowledged by:	Principal / Director (per Policy 3204)	- DATE: <u>12/14/15</u> Rele	Dased by: Javier Garcia, Tech. Specialist DA1 Please Print Name, Title	ГЕ:	
tem(s) Delivered by:	Please Print Name, Title	DATE:			
FORM 3290A Rev. 07/08	* Pick-Up Verification document from a S	SBBC approved removal agent	should be retained for Audit Purposes as well (SURPLI	JS)	

	Cap	ARD OF BROWARD COUN ital Assets Activity Form plus Declaration Transfer	17, FLORIDA	-PAGES'
*SURPLUS (Principal /	Director Authorization Signature Required)			
TRANSFER (both issuit	g and receiving Principal / Director authoriz	ation signatures required)	SUBMIT SURPLUS / TRANSFER FORM TO B	STOCK
		autori signatares requires)	SUBMIT SURPLUS / TRANSFER FORM TO B	STUCK
Removal Assistance Required	YES NO			
1			hand model and	
Issuing Location #: 0731 Location Name: Tropical	Elementary		iving Location #:	
Contact Name: Javier G	arcia		act Name:	
Phone#: 754-323	-4238	Phon	e#:	
BPI	Serial	Model	Equipment	Obsolete
Number Refer to Asste record	Number	Number	Description	SS
Download as needed				õ
V05-23421	G84244CGR93		EMAC G4	
₩04-03256	G8321541PQL		APPLE, DESKTOP, EMAC G4 W/17"	
05-39552	G844406HR93		EMAC G4	
V05-39566	G8444049R93		EMAC G4	
01-22182	YM1141LTKLX		IMAC	
/02-09571	RN1332ZELFC		IMAC	
04-18523	G84183NUR93		Emac G4	-++
05-40958 04-03277	992268G		LEXMARK T630N	
04-03277	991035G 13567000611567		IBM Typewriter	
J04-03245	G832158BPQL		APPLE, DESKTOP, EMAC G4 W/17"	
05-39561	G844402HR93	No.	EMAC G4	
1/05-26662	G84244DLR93		EMAC G4	
05-00555	0044401ER00		EMAC Of	
quipment Transfer /	E: 6 am	DATE 12/14/15	ased by: Javier Garcia, Tech. Specialist DA	TE: 12/
Surplus Approved by: -		DATE: Rele	Please Print Name, Title	1E:
	Principal / Director (per Policy 3204)	- DATE: 12/22/15		
Receipt of Transfer	Einte Quelin	-12/22/15		
cknowledged by: -		DATE:		
	Principal / Director (per Policy 3204)			
		DATE		
tem(s) Delivered by: -		_ DATE:		
	Please Print Name, Title			

SURPLUS (Principal /	Capita	D OF BROWARD COUN I Assets Activity Form s Declaration Transfer	TY, FLORIDA EX		t A
	ng and receiving Principal / Director authorizatio	n signatures required)	SUBMIT SURPLUS / TRANSFER FORM TO B-STO	СК	
Removal Assistance Required Issuing Location #: 0731 Location Name: Tropics Contact Name: Javier Phone#: 754-32	I Elementarv García	Locati	ving Location #:		
BPI Number Refer to Asste recor Download as needed		Model Number	Equipment Description	Obsolete	Broken
07-11788	QP712004WH5		IMAC INTEL		
05-26669	G8424528R93		EMAC G4		
04-03262	G83215E7PQL		APPLE, DESKTOP, EMAC G4 W/17"		
05-23429	G84247BMR93		EMAC G4		
05-53219	G85114SFRBE		EMAC G4		_
04-03276	991036P		PRINTER, LEXMARK T610N		
05LL01059	79022T9		LEXMARK T640N		
06-01360	W85211MKSDY		EMAC G4		
04-03268	G83215C3PQL		APPLE, DESKTOP, EMAC G4 W/17"		
05LA06090	4H5354TJSEB		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		+
A05-86694	4H5358V2SEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-44498	UV4502JYSCZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
05LA06053	4H5352G0SEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-2.5455	UV42145WIQJP		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-36111	UV4340GGRAP		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-23435 05-36111 Equipment Transfer / Surplus Approved by: Receipt of Transfer	UV42145inGGP UV4340GGRAP Ember Amburn Principal / Director (per Policy 3204)		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
cknowledged by:	Principal / Director (per Policy 3204)	DATE:			
tem(s) Delivered by:	Please Print Name, Title	DATE:			
FORM 3290A Rev. 07/08	* Pick-Up Verification document from a SB	BC approved removal agent s	hould be retained for Audit Purposes as well (SURPLUS).		

_	Surplus	D OF BROWARD COUN Assets Activity Form S Declaration Transfer	6 OF 14 PAGE	EŚ
✓ *SURPLUS (Principal / Dir	ector Authorization Signature Required)			
TRANSFER (both issuing : Removal Assistance Required [Issuing Location *: 0731 Location Name: Contact Name: 1400/2014 Phone#: 754-323-4	ementary	Rece	SUBMIT SURPLUS / TRANSFER FORM TO B-STO	ж
BPI Number Refer/to Asste record Dg4rnload as needed	Serial Number	Model Number	Equipment Description	Obsolete
J,07-11788	QP712004WH5		IMAC INTEL	
J 05-26669	G8424528R93		EMAC G4	
04-03262	G83215E7PQL		APPLE, DESKTOP, EMAC G4 W/17"	+
05-23429	G84247BMR93		EMAC G4	++
05-53219	G85114SFRBE	DJot	EMAC G4	+
<u>04-03276</u>	991036P		PRINTER, LEXMARK T610N	++
05LL01059	79022T9		LEXMARK T640N	++
06-01360	W85211MKSDY G83215C3PQL		APPLE, DESKTOP, EMAC G4 W/17"	++
V05LA06090	4H5354TJSEB		APPLE, DESKTOP, EMAC 64 W/II APPLE, IBOOK 64 W/CD-RW/DVD-12.1" DISPLA	++
A05-86694	4H5358V2SEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
/05-44498	UV4502JYSCZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05LA06053	4H5352G0SEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
00-20400	UV4214SMQJP		APPLE, IDOOK OF WICD-RWIDVD-12.1" DISPLA	
Receipt of Transfer	Principal / Director (per Policy 3204)	DATE: <u>12/14/15</u> Relea DATE: <u>12/22/1</u> 5	ased by: Javier Garcia, Tech. Specialist DATE: Please Print Name, Title	2/2
Item(s) Delivered by:	Please Print Name, Title	DATE:		

	Cap	ARD OF BROWARD COL ital Assets Activity Forn plus Declaration Transfe	n 7 //	nibit s
SURPLUS (Principal /	Director Authorization Signature Required)			
Removal Assistance Required	ng and receiving Principal / Director authoriz	ration signatures required)	SUBMIT SURPLUS / TRANSFER FORM TO B-STOO	к
Issuing Location #: 0731 Location Name: Tropica Contact Name: Javier (Phone#: 754-32		Loc Cor	ceiving Location #:	-
BPI Number Refer to Asste record Download as needed		Model Number	Equipment Description	Obsolete
05-36110	UV4340G0RAP		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
04-16305 05LA06042	UV405HGAPGZ 4H5329ZWSEB		MACBOOK	
06-01369	4H52502WSCZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
06-01363	4H52501USCZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05-83230	UV4460JHS87		IBOOK G4	
04-16306	UV405HGKPGZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05-23433	UV4214Q4QJP		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
04-16303	UV405HFPPGZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05-83213 05LA06021	UV4460GMS87		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05LA06000	4H532647SEB 4H531JPZSEB		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05-83226	UV4460HNS87		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05-83204	07446070387		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05-36112	UV4340H0RAP		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
quipment Transfer / surplus Approved by: leceipt of Transfer ccknowledged by:	Eich Constenses Principal / Director (per Policy 3204) Principal / Director (per Policy 3204)	_ DATE: <u>12/14/15</u> Rel	eased by: <u>Javier Garcia, Tech. Specialist</u> DATE: Please Print Name, Title	
em(s) Delivered by: -	Please Print Name, Title	_ DATE:		
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		Capi Surp	RD OF BROWARD COU tal Assets Activity Form lus Declaration Transfe	n 7 - 14	ES -	÷
[*SURPLUS (Principal / Direction of the second se	ector Authorization Signature Required)				
Ĩ	TRANSFER (both issuing a	and receiving Principal / Director authoriza	ition signatures required)	SUBMIT SURPLUS / TRANSFER FORM TO B-STO	ск	
	Removal Assistance Required	IVES DINO				
	Removal Assistance Required	TES LINO				
	Issuing Location #: 0731		Re	ceiving Location #:		
	Location Name: Tropical El			cation Name:		
	Contact Name: Javier Gard Phone#: 754-323-42			ntact Name:	_	
	Filone#, Interaction		PO			
	BPI	Serial	Model	Equipment	let	Ken
	Refer to Asste record Download as needed	Number	Number	Description	Obsolete	Broken
	V05-36110	UV4340G0RAP		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		8
	04-16305	UV405HGAPGZ		MACBOOK		
S	05LA06042	4H5329ZWSEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
	06-01369	4H52502WSCZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
	06-01363	4H52501USCZ		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		1
	V05-83230	UV4460JHS87		IBOOK G4		1
	/04-16306	UV405HGKPGZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
	05-23433	UV4214Q4QJP		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
	v04-16303	UV405HFPPGZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		_
	05-83213	UV4460GMS87		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		-
	Ø5LA06021	4H532647SEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		_
	V05LA06000	4H531JPZSEB		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		-
	V05-83226	UV4460HNS87		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	4	-
	105-83204	UV4460ECS87		IBOOK 64	-	-
						_
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Eq	uipment Transfer / F	il anderan	DATE 12/14/15 -	leased by: Javier Garcia, Tech. Specialist DATE: - Please Print Name, Title	121	14
Su	Irplus Approved by:		DATE: MILLER Re	Please Print Name Title	14	
		Principal / Director (per Policy 3204)				
Re	ceipt of Transfer	· le Ol-th	12/22/15			
Ac	knowledged by:	We charge	DATE:			
	Pi	incipal / Director (per Policy 3204)				
Ite	m(s) Delivered by:		DATE:	E.		
	V94365 CT	Please Print Name, Title				
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√ *SURPLUS (Principal /	Director Authorization Signature Required)				
	ing and receiving Principal / Director author	ization signatures required)	SUBMIT SURPLUS / TRANSFER FORM TO B-STO	ск	
Removal Assistance Required	LIYES LINO				
Issuing Location #: 0731 Location Name: Tropics	Elementary		eiving Location #:		
Contact Name: Javier			ation Name:	_	
Phone#: 754-32	3-4238		ne#:	_	
BPI				0	_
Number	Serial Number	Model Number	Equipment	olet	Broken
Refer to Asste recor Download as needed		Number	Description	Obsolete	Bro
06-01366	4H52502VSCZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		-
05-23434	UV4214R6QJP		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		-
05-83227	UV4460HWS87		BOOK G4		_
05-83208	UV4460G7S87		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		_
03-07046	UV232ZFHN65		lbook G3		
05-44493	UV4502J1SCZ		APPLE, IBOOK G4		
05LA06080 06-01370	4H5353RBSEB 4H52502GSCZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
05LA06094	4H52502GSCZ 4H53560VSEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		_
05LA06036	4H5329CHSEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		-
04-16304	UV405HFUPGZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	++	-
05-36108	UV434075RAP		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	++	-
05LA06079	4H5353QJSEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		-
05LA06032	4H5327PKSEB		APPLE IBOOK GA WICD PWIDVD 12 1" DISPLA		-
05-44494	UV4502DZSCZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		-
quipment Transfer /	SIA CO IN	12/11/-			
urplus Approved by:	Cut thats	DATE: 12/14/15 Rel	eased by: Javier Garcia, Tech. Specialist DATE:		
	Principal / Director (per Policy 3204)		Please Print Name, Title		
eceipt of Transfer					
cknowledged by:		DATE:			
	Principal / Director (per Policy 3204)				
em(s) Delivered by:		DATE:			
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(both issuing	ector Authorization Signature Required) and receiving Principal / Director authorization YES NO ementary cia 228 Serial	Re Loc Co	SUBMIT SURPLUS / TRANSFER FORM TO B-STOO ceiving Location #: cation Name: noted Name: one#:	=
28 Required [#: 0731 Tropical El Javier Gar 754-323-4 391 mbor sste record	IYES NO	Re Loc Co Ph	ceiving Location #:	=
28 Required [#: 0731 Tropical El Javier Gar 754-323-4 391 mbor sste record	IYES NO	Re Loc Co Ph	ceiving Location #:	=
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<u>Tropical El</u> <u>Javier Gar</u> <u>754-323-4</u> 3PI mber sste record	cia 238 Serial	Loc Co Ph	cation Name:	=
<u>Tropical El</u> <u>Javier Gar</u> <u>754-323-4</u> 3PI mber sste record	cia 238 Serial	Loc Co Ph	cation Name:	=
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SURPLUS (Principal / I	Director Authorization Signature Required)			
Removal Assistance Required Issuing Location #: 0731			SUBMIT SURPLUS / TRANSFER FORM TO B-STO	ск
Location Name: <u>Tropical</u> Contact Name: <u>Javier</u> G	Elementary		cation Name:	_
Phone#: 754-323			ntact Name:	
		- The		
BPI Number Refer to Asste record Download as needed	Serial Number	Model Number	Equipment Description	Obsolete Broken
05-83228	UV4460J0S87		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05LA06051	4H5352BJSEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05LA05991	4H531H07SEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05LA06077	4H5353LJSEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
04-16301	UV405HG2PGZ		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
05-83214	UV4460GQS87		IBOOK G4	
05-83211	UV4460GES87		IBOOK G4	
05-83221	UV4460HES87		IBOOK G4	
05-83219	UV4460HCS87		IBOOK G4	
05-34968	UV4320XVQHU		APPLE, IBOOK G4 W/CD-RW/DVD-ROM/14.1"	
05-83222	UV4460HFS87		IBOOK G4	
05-44495	UV45033YSCZ		IBOOK G4	
05-44487	UV4502JSSCZ		IBOOK G4	
051 006072	4H5353DDSER		APPLE, IBOOK Of WIOD RWIDVD 12.11 DIOPLA	
05LA06022	4H532669SEB		APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA	
Equipment Transfer / Surplus Approved by: [_]	Eink Andleson Principal / Director (per Policy 3204)	DATE: 12/14/15 Rele	eased by: <u>Javier Garcia, Tech. Specialist</u> DATE: Please Print Name, Title	
Receipt of Transfer Acknowledged by: –	Principal / Director (per Policy 3204)	DATE:		
tem(s) Delivered by: -	Please Print Name, Title	DATE:		
FORM 3290A Rev. 07/08	* Pick-Up Verification document from a SI	3BC approved removal agent	t should be retained for Audit Purposes as well (SURPLUS)	

			al Assets Activity Forr us Declaration Transfe		S,	1
	SURPLUS (Principal / Dir	ector Authorization Signature Required)	+			
	TRANSFER (both inquing	and receiving Principal / Director authorizat	inn einenturen reguleed)			
	IRANSPER (Doth issuing a	and receiving Principal / Director admonizati	on signatures required)	SUBMIT SURPLUS / TRANSFER FORM TO B-STOC	ж	
	Removal Assistance Required	YES NO				
	Issuing Location #: 0731			ceiving Location #:	_	
	Location Name: Tropical El Contact Name: Javier Gan			cation Name:	- 3	
	Phone#: 754-323-4			one#:		
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	Number	Serial	Model	Equipment	8	4o
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	05LA06051	UV4460J0S87 4H5352BJSEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		-
	05LA05991	4H531H07SEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
	./05LA06077	4H5353LJSEB		APPLE, IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		-
	04-16301	UV405HG2PGZ		APPLE, IBOOK G4 W/CD-RW/DVD-12,1" DISPLA		
	1/05-83214	UV4460GQS87		IBOOK G4		
	/05-83211	UV4460GES87		IBOOK G4		
	05-83221	UV4460HES87		IBOOK G4		-
	05-83219	UV4460HCS87	Daol	BOOK G4		
	05-34968	UV4320XVQHU		APPLE, IBOOK G4 W/CD-RW/DVD-ROM/14.1"		
	05-83222	UV4460HFS87		IBOOK G4		
	05-44495	UV45033YSCZ		BOOK G4		
	05-44487	UV4502JSSCZ		IBOOK G4		
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E	quipment Transfer / E	.10 1	12/14/15	leased by: Javier Garcia, Tech. Specialist DATE: -	12/1	14
	urplus Approved by:	t man	DATE: Re	leased by: <u>Javier Garcia, Tech. Specialist</u> DATE: -	~~~	
		Principal / Director (per Policy 3204)				
R	eceipt of Transfer	C·/ M	DATE: 12/22/15			
	cknowledged by:	man	DATE: 1212210			
	P	rincipal / Director (per Policy 3204)				
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√ *SURPLUS (Pr	incipal / Dir	C	COARD OF BROWARD apital Assets Activity I urplus Declaration Tra	orm	DA EX	hib ₌s	it A
TRANSFER (b	oth issuing	and receiving Principal / Director auth	orization signatures required)	SUBMIT SUF	RPLUS / TRANSFER FORM TO B-STO	ск	
Removal Assistance F	Required	YES NO					
Issuing Location #:	0731			Receiving Location #			
Location Name:	Tropical E			Location Name:			
Contact Name: Phone#:	Javier Gar 754-323-4		-	Contact Name:			
Phone#:	154-323-4	238	_	Phone#:			
BPI Numb Refer to Ass Download as	er te record	Serial Number	Model Number		Equipment Description	Obsolete	Broken
06-013	356	4H52401ZSCZ		iBook		-	-
05-833		UV4460HJS87		BOOK G4		1	
05LA06		4H5354N2SEB		APPLE, IB	OOK G4 W/CD-RW/DVD-12.1" DISPLA		
06-01:		4H52502MSCZ		IBOOK G4			
05-833		UV4460HKS87		APPLE. IBC	OOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-83:		UV4460FGS87		IBOOK G4			
05LA05		4H531HNYSEB			DOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-36		UV4340FGRAP			DOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-83		UV4460GRS87		IBOOK G4			
05-83		UV4460DMS87		IBOOK G4			
05-83		UV4460GCS87		IBOOK G4			
05LA05		4H531HUQSEB			DOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-44		UV45030ZSCZ			DOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-44		UV4502JBSCZ		IBOOK 64			
05-23	436	UV4214URQJP		APPLE, IB(DOK G4 W/CD-RW/DVD-12.1" DISPLA		
uipment Transf rplus Approvec	t by:	Eich anderson Principal / Director (per Policy 3204)	DATE: 12/14/15	Released by: Javi	ier Garcia, Tech. Specialist DATE:		
ceipt of Transfe		,			,		
knowledged by			DATE:				
knowledged by	: F	rincipal / Director (per Policy 3204)					
m(s) Delivered	by: —	Please Print Name, Title	DATE:				
RM 3290A /. 07/08		* Pick-Up Verification document fror	m a SBBC approved removal	agent should be retai	ned for Audit Purposes as well (SURPLUS).		

		Capital Surplus	OF BROWARD COU Assets Activity Form Declaration Transfe	10 - 14	s-	•
TRANSFER (bo Removal Assistance F Issuing Location #: Location Name: Contact Name:	ncipal / Director Authorization th issuing and receiving Princi- equired YES NO 0731 Tropical Elementary Javier Garcia 754-323-4238		Rec Loc Cor	SUBMIT SURPLUS / TRANSFER FORM TO B-STOO	ж	
BPI Numb Refer to Asst Doynload as	e record	Serial Number	Model Number	Equipment Description	Obsolete	Broken
06-013				iBook		
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06-013				IBOOK G4	+	
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05LA05				APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-361				APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA		
05-832				IBOOK G4		
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05-832				BOOK G4	+	-
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Equipment Transf Surplus Approved Receipt of Transfe Acknowledged by	by: Principal / Director (DATE: <u>12/14/15</u> Rel	eased by: Javier Garcia, Tech. Specialist DATE: Please Print Name, Title	2/1	
Item(s) Delivered I	Please Print		OATE:	3 ²		

	Cap	ARD OF BROWARD COU bital Assets Activity Form plus Declaration Transfe	NTY, FLORIDA I r	Exh _//_of _/4		t A
*SURPLUS (Principal	/ Director Authorization Signature Required)					
Removal Assistance Required	ing and receiving Principal / Director authoriz	zation signatures required)	SUBMIT SURPLUS / TRANSFER	R FORM TO B-STOC	ĸ	
Contact Name: Javier	al Elementary Garcia 23-4238	Loc Cor	eiving Location #:			
BPI Number Refer to Asste reco Download as neede		Model Number	Equipment Description		Obsolete	Broken
04-16302	UV405HFHPGZ		APPLE, IBOOK G4 W/CD-RW/	DVD-12.1" DISPLA		
05-83206	UV4460FVS87		APPLE. IBOOK G4 W/CD-RW/	DVD-12.1" DISPLA	_	_
05-83217	UV4460GXS87		APPLE, IBOOK 12" G4		_	_
05LA06041	4H5329ZBSEB		APPLE, IBOOK G4 W/CD-RW/		-	_
05LA06087	4H5354H3SEB		APPLE. IBOOK G4 W/CD-RW/		-	_
05LA05983 05-36106	4H531FZDSEB		APPLE. IBOOK G4 W/CD-RW/		-	_
05LA06048	UV43406VRAP 4H53526MSEB		APPLE. IBOOK G4 W/CD-RW/		-	-
05LA06010	4H5323TVSEB		APPLE, IBOOK G4 W/CD-RW/		-	_
05LA06035	4H5328DLSEB		APPLE, IBOOK G4 W/CD-RW/		-	_
05-83220	UV4460HDS87		APPLE, IBOOK G4 W/CD-RW/ APPLE, IBOOK G4 W/CD-RW/		-	-
05LA06095	4H535691SEB		APPLE. IBOOK G4 W/CD-RW/		-	_
05LA05981	4H531F5YSEB		APPLE. IBOOK G4 W/CD-RW/		-	-
05LA06105	4H5357UDSEB		APPLE IBOOK G4 W/CD-RW/		-	-
05-83231	UV4460JKS87		APPLE. IBOOK G4 W/CD-RW/			
quipment Transfer / Surplus Approved by: Receipt of Transfer Acknowledged by:	Erick Anderson Principal / Director (per Policy 3204) Principal / Director (per Policy 3204)	date: <u>12/14/15</u> _{Rel}	eased by: <u>Javier Garcia, Tech. Special</u> Please Print Name, Ti	ist DATE:		
tem(s) Delivered by:	Please Print Name, Title	DATE:				
FORM 3290A Rev. 07/08	* Pick-Up Verification document from a	a SBBC approved removal agen	t should be retained for Audit Purposes	as well (SURPI US)		

suing Location #: 0731 Receiving Location #: Location Name: coation Name:	SUBMIT SURPLUS / TRANSFER FORM TO B-STOCK SUBMIT SURPLUS / TRANSFER FORM TO B-STOCK encode distance Required YES NO Submit SURPLUS / TRANSFER FORM TO B-STOCK suing Location #: 0731 Contact Name: Contact Name: Contact Name: Contact Name: Contact Name: Description Description BPI Serial Number Number Refer to Asste record Duvided as needed //02-16302 //02-16302 //02-16302 V405HFHPGZ //02-16302 //02-16302 //02-16302 //02-16302 //02-16302 //02-16302 //02-16302 //02-16302 //02-16302 //02-16302 //02-16302 //02-1630C G4 W/CD-RW/DVD-12.1" DISPLA //02-1630C //02-1630C //02-12.1" DISPLA //02-12.1" DISPLA	SUBMIT SURPLUS / TRANSFER FORM TO B-STOCK SUBMIT SURPLUS / TRANSFER FORM TO B-STOCK Removal Assistance Required YES NO Suign coation #: 0731 Contact Name: Contact Name: Contact Name: Contact Name: Phone#: BPI Number Receiving Location #:	TRANSFER (both issuing and receiving Principal / Director authorization signatures required) SUBMIT SURPLUS / TRANSFER FORM TO B-STOCK Removal Assistance Required YES NO ssuing Location #: 0231 Receiving Location #: Contact Name: Contact Name: Indee Garcia Contact Name: Contact Name: Contact Name: Phone#: Serial Model Equipment get Number Serial Model Description get V/04-16302 UV4405HFHPGZ APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA I V/05-83206 UV4460FX87 APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA I V/05-83206 UV4460FX87 APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA I V/05-06041 4H5329ZBSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA I v/051_A06043 4H5329ZBSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA I v/051_A06043 4H5329ZBSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA I v/051_A06045 4H53237VSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA I v/051_A06045 4H532327VSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA I v/0		Surplu	I Assets Activity Form s Declaration Transfe		- IS -
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BPI Number Serial Number Model Number Contact Name: Contact Name: Phone#: BPI Number Serial Number Model Number Equipment Description ### 9 BPI Number Serial Number Model Number Equipment Description ## 9 V/04-16302 UV405HFHPGZ APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA # V/05-83206 UV4460FVS87 APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA V/05-83217 UV4460FVS87 APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA # V/05LA06041 # H5324933 V/05LA06041 H153292BSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA # V/05LA06048 # H231FZOSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA V/05LA06041 H453252MSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA # V05LA06048 # H231FZOSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA V/05LA06010 H45327VSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA # V05LA06010 # H5326MSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA V/05LA06035 H45328DLSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA # V05LA06035 # H53280LSEB APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA V/05LA06035 H45328DLSEB APPLE. IBO	BPI Number Serial Number Model Number Location Name: Contact Name: Phone#: BPI Number Serial Number Model Number Equipment Description \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	BPI Number Serial Model Equipment § Number Number Number Description § § V/04-16302 UV405HFHPGZ ApPLE. IBOOK G4 W/CD-RW/IDVD-12.1" DISPLA §	BPI Number Serial Model Equipment § Number Number Number Description § § V/04-16302 UV405HFHPGZ ApPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA § § § v/05-83217 UV405HFHPGZ APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA § § § § v/05-83217 UV405HFHPGZ APPLE. IBOOK G4 W/CD-RW/DVD-12.1" DISPLA §	Removal Assistance Required	ITES LINO			
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SURPLUS (Principal / Director Authorization Signature Required) SUBMIT SURPLUS / TRANSFER FORM TO B-STOCK Removal Assistance Required YES NO Issuing Location #: 0231 Receiving Location #: Contact Name: Contact Name: Javie Sacta Contact Name: Contact Name: Contact Name: Javie Sacta Contact Name: Contact Name: Number Number Contact Name: Contact Name: Violation 41: Serial Model Equipment Number Number Description Description Violation 41: Violation 41: Contact Name: Contact Name: Violation 42: Serial Model Equipment Violation 43: Violation 43: Description Description Violation 43: Serial Model Equipment Description Violation 44: Violation 44: Serial Number Description Violation 44: Violation 44: Serial Number Description Violation 44: Violation 44: Serial Number Description Violation 44: Vio
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Surplus forms provided by the school during the current property and inventory audit.

Original surplus forms recieved by Accounting & Financial Reporting - Capital Assets from the Warehousing Services Department - B-Stock

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Surplus forms provided by the school during the current property and inventory audit.

Original surplus forms recieved by Accounting & Financial Reporting - Capital Assets from the Warehousing Services Department - B-Stock

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F Rev. 07/08

* Pick-Up Verification document from a SBBC approved removal agent should be retained for Audit Purposes as well (SURPLUS).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA OFFICE OF SCHOOL PERFORMANCE AND ACCOUNTABILITY

VALERIE S. WANZA, Ph.D. CHIEF OFFICER

Phone: 754-321-3838

Facsimile: 754-321-3886

August 25, 2017

TO:	Patrick Reilly, Chief Auditor
	Office of the Chief Auditor
FROM:	Valerie S. Wanza, Ph.D.
	Chief School Performance & Accountability Officer

SUBJECT: PROPERTY AND INVENTORY RESPONSE-FY 2016-17 TROPICAL ELEMENTARY SCHOOL

This correspondence acknowledges receipt and review of the findings from the FY 2016-17 property and inventory audit for Tropical Elementary School. In addition to the corrective measures that the principal is instituting, the Office of School Performance & Accountability will provide the following support and oversight in assisting the school in this area:

- The cadre director will work with the principal to ensure the appropriate staff receive training in this area.
- The cadre director will work with the principal to establish, execute and monitor property and inventory controls that are consistent with District policies and business practice bulletins in this area.
- The principal will be provided a mentor principal who has demonstrated accuracy and efficiency with property and inventory to share best practices in asset management.
- The cadre director will work with the principal to ensure the individuals who have been identified by the principal to assist with asset management receive the proper training in this area.
- > The cadre director will review the school's semi-annual audit findings and take the appropriate actions with the principal.

The Office of School Performance & Accountability recognizes the seriousness of this matter. We will work to ensure that this school develops, implements and monitors sound business practices that should prevent further occurrences of this nature. If I may be of additional assistance, please contact me at 754-321-3838.

VSW/EE:dh

cc: Estella Eckhardt, Director, School Performance & Accountability Erik Anderson, Principal, Tropical Elementary School





THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Tropical Elementary Erik Anderson, Principal 1500 SW 66th Ave. Plantation, FL 33317 754-323-7750 tropicalelementary.net

The School Board of Broward County, Florida Abby M Freedman, Chair Nora Rupert, Vice Chair

> Robin Bartieman Heather P Brinkworth Patricia Good Donna P Kom Laurie Rich Levinson Ann Murray Dr Rosalind Osgood

Robert W Runcie Superintendent of Schools

August 25, 2017

TO: Estella Eckhardt, Cadre Director Office of School Performance and Accountability

FROM:

Erik Anderson, Principal Tropical Elementary School Ea 8/31/17

SUBJECT: Property and Inventory Audit Response

Please accept this memorandum as my response to the Audit Report on Property and Inventory for the fiscal year 2017-2018.

Tropical Elementary has an extensive Inventory Management System database, which is maintained and checked frequently to ensure all items are accounted for. The audit finding relates to one B-Stock transfer, which occurred on 12/22/15. In preparation for the B-Stock transfer, items were gathered and the Surplus Declaration Transfer form 3290A was completed totaling 14 pages. Then, additional items were identified to be surplussed and additional 3290A forms were created and sent. A total of 17 pages of 3290A were sent to B-Stock via pony. This change is noted on the B-Stock Transfer sheet #25384 dated 12/21/15 (see attached exhibit A) and initialed by the employees who were responsible for the transfer pick-up at the school. The auditor was unable to verify the receipt of the revised forms, thus resulting in the audit finding.

As a result of this audit finding, the following property and inventory procedures have been instituted:

- Quarterly property and inventory reviews will be conducted to ensure the District's Master File database records are accurate.
- Any discrepancies will be promptly addressed.
- Tropical's Inventory Management System database has been revised to reflect a column for "Surplus Pending" for items we have waiting for surplus pickup, and "Surplus Verified" for items that Capital Assets has removed from our PNI811.
- A new section has been added to the database to attach and store all forms, transfer sheets and confirmation that items have been processed.
- Appropriate personnel will attend the <u>Inventory Process and Tips</u> training.
- The principal has reviewed the Business Practice Bulletin 0-100 Procedure for Property and Inventory Control with the property team members.

The Tropical Elementary School Property and Inventory Team strives to ensure the highest quality controls for all property in the school. Please feel free to contact me if any additional information is needed.

Educating Today's Students to Succeed in Tomorrow's World Broward County Public Schools is an Equal Opportunity/Equal Access Employer

SECTION IV: Supplemental Information

The 2016 Florida Statutes

Title XVIII

PUBLIC LANDS AND PROPERTY

TANGIBLE PERSONAL PROPERTY OWNED BY LOCAL GOVERNMENTS

CHAPTER 274

TANGIBLE PERSONAL PROPERTY OWNED BY LOCAL GOVERNMENTS

- 274.1 Definitions.
- 274.2 Record and inventory of certain property.
- 274.3 Property supervision and control.
- 274.4 Property acquisition.
- 274.5 Surplus property.
- 274.6 Alternative procedure.
- 274.7 Authorizing and recording the disposal of property.
- 274.8 Penalty.
- 274.9 Construction.
- 274.10 Initiation of act.
- 274.11 County health department property.
- 274.12 Special districts subject to chapter.

274.1 Definitions.-The following words as used in this act have the meanings set forth in the below subsections, unless a different meaning is required by the context:

(1) "Governmental unit" means the governing board, commission or authority of a county or taxing district of the state or the sheriff of the county.

(2) "Custodian" means the person to whom the custody of county or district property has been delegated by the governmental unit.

(3) "Property" means all tangible personal property, owned by a governmental unit, of a nonconsumable nature.

(4) "Fiscal year" means the governmental unit's fiscal year established pursuant to law; otherwise, it means the calendar year.

History.-s. 1, ch. 59-163; s. 1, ch. 61-102.

274.2 Record and inventory of certain property.-

(1) The word "property" as used in this section means fixtures and other tangible personal property of a nonconsumable nature.

(2) The Chief Financial Officer shall establish by rule the requirements for the recording of property and for the periodic review of property for inventory purposes.

History.-s. 2, ch. 59-163; s. 8, ch. 69-82; s. 1, ch. 73-87; s. 5, ch. 82-104; s. 1, ch. 88-53; s. 5, ch. 96-209; s. 2, ch. 2004-296; s. 41, ch. 2006-122.

274.3 Property supervision and control.-A governmental unit shall be primarily responsible for the supervision and control of its property but may delegate to a custodian its use and immediate control and may require custody receipts. A governmental unit may assign to or withdraw from a custodian the custody of any of its property at any time; provided, that if the custodian is an officer elected by the people or appointed by the

Governor, the property may not be withdrawn from the officer's custody without his or her consent. Each custodian shall be responsible to the governmental unit for the safekeeping and proper use of the property entrusted to his or her care. If the custodian is not a bonded officer, the governmental unit may require from the custodian a bond conditioned upon such safekeeping and proper use. In each county the sheriff shall be the custodian of the property of the office of sheriff.

History.- s. 3, ch. 59-163; s. 2, ch. 61-102; s. 186, ch. 95-148.

274.4 Property acquisition.-Whenever acquiring property, the governmental unit may pay the purchase price in full or may exchange property with the seller as a trade-in and apply the exchange allowance to the cost of the property acquired. If, whenever acquiring property, the governmental unit may best serve the interests of the county or district by outright sale of the property to be replaced, rather than by exchange as a trade-in, it may make the sale in a manner otherwise prescribed in this act for the disposal of property. The receipts from the sale may be treated as a current refund if the property to be acquired shall be contracted for within the same fiscal year of the governmental unit in which the property sold is disposed of.

History.- s. 4, ch. 59-16 3.

274.5 Surplus property.-A governmental unit shall have discretion to classify as surplus any of its property, which property is not otherwise lawfully disposed of, that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful funct ion. Within the reasonable exercise of its discretion and having consideration for the best interests of the county or district, the value and condition of property classified as surplus, and the probability of such property's being desired by the prospective bidder or donee to whom offered, the governmental unit may off er surplus property to other governmental units in the county or district for sale or donation or may offer the property to private nonprofit agencies as defined ins. 273.01(3) by sale or donation. If the surplus property is offered for sale and no acceptable bid is received within a reasonable time, the governmental unit shall offer such property to such other governmental units or private nonprofit agencies as determined by the governmental units on the basis of the foregoing cri teri a. Such offer shall disclose the value and condition of the property. The best bid shall be accepted by the governmental unit offering such surplus property. The cost of transferring the property shall be paid by the governmental unit or the private nonprofit agency purchasing or receiving the donation of the surplus property.

History.- s. 5, ch. 59-163; s. 21, ch. 94-226; s. 6, ch. 96-209; s. 1, ch. 96-236.

Alternative procedure.-Having consideration for the best interests of the county or district, a 274.6 governmental unit's property that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function, which property is not otherwise lawfully disposed of, may be disposed of for value to any person, or may be disposed of for value without bids to the state, to any governmental unit, or to any political subdivision as defined in s. 1.01, or if the property is without commercial value it may be donated, destroyed, or abandoned. The determination of property to be disposed of by a governmental unit pursuant to this section instead of pursuant to other provisions of law shall be at the election of such governmental unit in the reasonable exercise of its discreti on. Prope rt y, the value of which the governmental unit estimates to be under \$5,000, may be disposed of in the most efficient and cost-effective means as determined by the governmental unit. Any sale of property the value of which the governmental unit estimates to be \$5,000 or more shall be sold only to the highest responsible bidder, or by public auction, after publication of notice not less than 1 week nor more than 2 weeks prior to sale in a newspaper having a general circulation in the county or district in which is located the official office of the governmental unit, and in additional newspapers if in the judgment of the governmental unit the best interests of the county or district will better be served by the additional notices; provided that nothing herein contained shall be construed to require the sheriff of a county to advertise the sale of miscellaneous contraband of an estimated value of less than \$5,000.

History.- s. 6, ch. 59-163; s. 22, ch. 94-226; s. 7, ch. 96-209.

274.7 Authorizing and recording the disposal of property.-Authority for the disposal of property shall be recorded in the minutes of the governmental unit. The disposal of property within the purview of s. 274.02 shall be

http://www.leg.state.fl.us/Statutes/indexcfm?App_mode=Display_Statute&URL=0200-0299/0274/0274thl

recorded in the records required by that section. **History.- s.** 7, ch. 59-163.

274.8 Penalty.-Any person who violates any provision of this act or any rule prescribed pursuant to its authority shall be guilty of a misdemeanor of the second degree, punishable as provided ins. 775.082 ors. 775.083. History.- s. 8, ch. 59-163; s. 158, ch. 71-136.

274.9 Construction.-The provisions of this act shall be liberally interpreted to be cumulative and supplementary to any general, special or local law, heretofore or hereafter enacted. History.- s. 10, ch. 59-163.

274.10 Initiation of act.-This act shall govern the administration of the property of each governmental unit from the beginning of such governmental unit's fiscal year next succeeding Niay 28, 1959. History.- s. 11, ch. 59-163.

274.11 County health department property.- Title to property purchased by county health departments establi shed pursuant to the provisions of chapter 154, whether purchased with federal, state or county funds, or any combination thereof, shall be vested in the board of county commissioners of the county where said county health department is located and shall be accounted for in accordance with the provisions of this chapter. History.- s. 1, ch. 61-46.

274.12 Special districts subject to chapter.-Every special district governed by the provisions of this act shall comply with the provisions of this chapter.

History.- s. 12, ch. 79-183; s. 3, ch. 2004-296.

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CHAPTER 691-73 Tangible Personal Property Owned by Local Governments

69I-73.001 Definitions.

- 69I-73.002 Threshold for Recording Property.
- 69I-73.003 Recording of Property.
- 69I-73.004 Marking of Property Records.
- 69I-73.005 Disposition of Property.
- 69I-73.006 Inventory of Property.

69I-73.001 Definitions.

(1) "Control Accounts" means summary accounts designed to control accountability for individual property records. Unlike individual property records which establish accountability for particular items of property, control accounts accumulate the total cost or value of the custodian's property and, through entries to the control accounts documenting acquisitions, transfers and dispositions, provide evidence of the change in that total cost or value over periods of time as well as the total cost or value at any time.

(2) "Cost" means acquisition or procurement cost (i.e., invoice price plus freight and installation charges less discounts). In determining cost, the value of property exchanged by the custodian in satisfaction of a portion of the purchase price of new property shall not be deducted from the full purchase price regardless of any property "traded in" on the new property.

(3) "Custodian" has the meaning set forth in Section 274.01(2), F.S.

(4) "Custodian's Delegate" means a person acting under the supervision of the custodian to whom the custody of property has been delegated by the custodian and, from whom the custodian receives custody receipts.

(5) "Data Processing Software" has the meaning set forth in Section 119.011(6), F.S. Data processing software is not considered to be property within the meaning of these rules.

(6) "Depreciated Cost" means cost less accumulated depreciation.

(7) "Financial System" means the fund accounting process used by the local government for recording cash and other financial resources, expenditures and other financial uses, together with all related liabilities and residual equities or balances.

(8) "Fiscal Year" means the governmental unit's fiscal year established pursuant to law.

(9) "Governmental Unit" has the meaning set forth in Section 274.01(1), F.S.

(10) "Identification Number" means a unique number assigned and affixed to each item of property to identify it as property held by the custodian and for the purpose of differentiating one item of property from another.

(11) "Property" has the meaning set forth in Section 274.02(1), F.S.

(12) "Unaccounted for Property" means property held by a custodian, subject to the accountability provisions of Section 274.03, F.S., which cannot be physically located by the custodian or custodian's delegate, which property has not been otherwise lawfully disposed of.

(13) "Value" means the worth or fair market value at the date of acquisitions for donated property.

Specific Authority 274.02 FS. Law Implemented 274.01, 274.02 FS. History-New 3-25-08.

69I-73.002 Threshold for Recording Property.

All property with a value or cost of \$1,000 or more and a projected useful life of 1 year or more shall be recorded in the local government's financial system as property for inventory purposes.

Specific Authority 274.02 FS. Law Implemented 274.02 FS. History–New 3-25-08.

69I-73.003 Recording of Property.

(1) Maintenance of Property Records – Governmental units shall maintain adequate records of property in their custody. The records shall contain at a minimum, the information required by these rules.

(2) Individual Records Required for Each Property Item – Each item of property shall be accounted for in a separate property record. Related individual items which constitute a single functional system may be designated as a property group. A property

group may be accounted for in one record if the component items are separately identified within the record. Examples of property items subject to group accountability include, but are not limited to, modular furniture, computer components, book sets, and similar association of items. All property group items, the total value or cost of which is equal to or greater than \$1,000 shall be inventoried under this rule.

(3) Content of Individual Property Records – Each property record shall include the following information:

(a) Identification number.

(b) Description of item or items.

(c) Physical location (the city, county, address or building name, and room number therein).

(d) Name of custodian with assigned responsibility for the item.

(e) In the case of a property group, the number and description of the component items comprising the group.

(f) Name, make or manufacturer if applicable.

(g) Year and/or model(s) if applicable.

(h) Manufacturer's serial number(s) if any, and if an automobile, vehicle identification number (VIN) and title certificate number if applicable.

(i) Date acquired.

(j) Cost or value at the date of acquisition for the item or the identified component parts thereof. When the historical cost of the purchased property is not practicably determinable, the estimated historical cost of the item shall be determined by appropriate methods and recorded. Estimated historical costs shall be identified in the record and the basis of determination established in the governmental unit's public records. The basis of valuation for property items constructed by personnel of the governmental unit shall be the costs of material, direct labor and overhead costs identifiable to the project. Donated items, including federal surplus tangible personal property, shall be valued at fair market value at the date of acquisition. Regardless of acquisition method, the cost or value of a property item shall include ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include expenditures that are directly attributable to asset acquisition, such as freight and transportation charges, installation costs and professional fees.

(k) Method of acquisition and, for purchased items, the voucher and check or warrant number.

(1) Date the item was last physically inventoried and the condition of the item at that date.

(m) If disposed of, the information prescribed in Rule 69I-73.005, F.A.C.

(n) The local government may include any other information on the individual property record that the governmental unit may care to include.

(4) Control Accounts – A governmental unit-wide control account showing the total cost or value of the custodian's property shall be maintained. A governmental unit may keep additional control accounts for property to the extent deemed necessary for different funds or sub-funds. Control accounts shall not be established by periodically summarizing the costs or values recorded on the individual property records. Rather, entries to control accounts shall be derived from documents evidencing transactions affecting the acquisition, transfer or disposition of property items and shall be posted contemporaneously with entries to the individual property records.

(5) Depreciation shall be recorded to meet local governments' financial reporting requirements relating to depreciation accounting. However, depreciation shall not be recorded on the individual property records or in control accounts in such a manner as to reduce the recorded acquisition cost or value (i.e., depreciation shall be recorded as an item separate from the acquisition cost).

Specific Authority 274.02 FS. Law Implemented 274.02 FS. History-New 3-25-08.

69I-73.004 Marking of Property Records.

(1) Marking of Property – Each property item shall be permanently marked with the identification number assigned to that item to establish its identity and ownership by the governmental unit holding title to the item. The marking shall visually display the property identification number of the item and may include an electronic scanning code ("barcode") to facilitate electronic inventory procedures.

(2) Exemptions for Marking Property – Any item of property whose value or utility would be significantly impaired by the attachment or inscription of the property identification number, is exempt from the requirement for physical marking. However, the custodian's property records shall contain sufficient descriptive data to permit positive identification of such items.

(3) Location of Marking – Items of a similar nature shall be marked in a similar manner to facilitate identification. In determining a marking location, careful consideration shall be given to the intended use of the items; the probability that the marking could be obliterated by wear, vandalism or routine maintenance functions; and, the appropriateness of the marking method chosen. Additionally, the location of the marking and the marking method chosen shall not mar the appearance of the item. When utilizing an electronic scanning format system, electronic codes shall be placed on property in the same manner as other markings specified in this section.

Specific Authority 274.02 FS. Law Implemented 274.02 FS. History–New 3-25-08.

69I-73.005 Disposition of Property.

(1) Methods of Disposition – Property within the meaning of these rules may be lawfully disposed of, as provided in Sections 274.05, 274.06 and 274.07, F.S. Property of the governmental unit which is not accounted for during regular or special inventories shall be subject to the rules regarding unaccounted for property (See Rule 69I-73.006, F.A.C.).

(2) Required Information – The following information shall be recorded on the individual property record for each item lawfully disposed of, pursuant to Sections 274.05, 274.06 or 274.07, F.S.:

(a) Date of disposition.

(b) Authority for disposition (resolution of the governing body properly recorded in the minutes as required by Section 274.07, F.S.).

(c) Manner of disposition (sold, donated, transferred, cannibalized, scrapped, destroyed, traded).

(d) Identity of the employee(s) witnessing the disposition, if cannibalized, scrapped or destroyed.

(e) For items disposed of, a notation identifying any related transactions (such as receipt for sale of the item, insurance recovery, trade-in).

(f) For property certified as surplus, reference to documentation evidencing that such property was disposed of in the manner prescribed by Section 274.05 or 274.06, F.S.

(3) Transfer of Property Records – The individual property record for each item lawfully disposed of as described in this rule shall be, upon disposition of the item, transferred to a disposed property file. Destruction of such records shall be governed by the provisions of Chapter 119, F.S.

(4) Control Account – The cost or value of items lawfully disposed of shall be removed from the control account at the time of disposition.

Specific Authority 274.02 FS. Law Implemented 274.02 FS. History-New 3-25-08.

69I-73.006 Inventory of Property.

(1) Physical Inventory Required – Each governmental unit shall ensure a complete physical inventory of all property is taken annually and whenever there is a change of custodian or change of custodian's delegate.

(2) Inventory Forms – The form used to record the physical inventory pursuant to Section 274.02(2), F.S., shall be at the discretion of the governmental unit. However, the form shall display at a minimum for each property item, the following information:

(a) Date of inventory.

(b) Identification number.

(c) Existence of property item (or not).

(d) Physical location (the city, county, address or building name and room number therein).

(e) Present physical condition.

(f) Name and signature of the employee or other individual attesting to the existence of the item.

(g) In the case of a property group, the number and description of the component items comprising the group.

(3) Electronic scanning format used for the identification number is acceptable only if the recorded data is downloadable to a computer and can then be used to generate reports that will include all information required on the hardcopy inventory form.

(4) Unrecorded Property – Any property item found during the conduct of an inventory which meets the requirements for accounting and control as defined in Rule 69I-71.003, F.A.C., and which item is not included on the inventory forms described

above, shall have an inventory form created for the item when located. After appropriate investigation to establish the ownership of the item, it shall be added to the governmental unit's property records or, if ownership cannot be reasonably established, the item may be disposed of in the manner provided by law as applicable to surplus property, pursuant to Section 274.05 and 274.06, F.S.

(5) Custodian Delegate Shall Not Inventory Certain Items – The custodian delegate shall not personally inventory items for which they are responsible.

(6) Reconciliation of Inventory to Property Records – Upon completion of a physical inventory:

(a) The data listed on the inventory forms shall be compared with the individual property records. Noted differences such as location, condition and custodian shall be investigated and corrected as appropriate or alternatively, the item shall be relocated to its assigned location and custodian in the individual property record.

(b) Items not located during the inventory process shall be promptly reported to the governmental unit which shall cause a thorough investigation to be made. If the investigation determines that the item was stolen, the individual property record shall be so noted, and a report filed with the appropriate law enforcement agency describing the missing item and the circumstances surrounding its disappearance.

(7) Unaccounted for Property – For items identified as unaccounted for and reported to the State's Chief Financial Officer, recording of the items as dispositions, or otherwise removing of the items from the property records, shall be subjected to approval of the State's Chief Financial Officer, as provided in Section 17.041, F.S., and Rule 69I-71.003, F.A.C.

Specific Authority 274.02 FS. Law Implemented 274.02 FS. History-New 3-25-08.