

INTERNAL AUDIT REPORT

Property and Inventory Audits of Selected Locations 2015-2016



**BROWARD COUNTY
PUBLIC SCHOOLS**

The Nation's Sixth Largest School District.



**To be presented to the:
Audit Committee
on
June 16, 2016**

**The School Board of Broward County, Florida
on
July 26, 2016**

**By
The Office of the Chief Auditor**



Broward County Public Schools

The School Board of Broward County, Florida

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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Office of the Chief Auditor
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June 8, 2016

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.

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

This report contains twenty-eight (28) property and inventory audits. Our property audits indicated that twenty-one (21) locations in the report complied with prescribed policies and procedures. There were seven (7) 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 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, on a test basis, 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.

Compliance

We tested compliance with policies and procedures prescribed by the School Board Policies and Business Practice Bulletin O-100 Procedure for Property & Inventory Control. The results of our tests of compliance indicated some locations did not comply with some policies and procedures established above. Noncompliance items are reported in **Section I**, **Section II**, and **Section IV** of this report.

Property Control Structure

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

- internal property control structure 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. Reportable internal control weaknesses are noted in **Section I**, **Section II**, and **Section IV** of this internal property audit report.

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 District does not track depreciation for each capital asset. 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 April 23, 2015, the Office of the Chief Financial Officer released a revision to Business Practice Bulletin O-100 Procedure for Property & Inventory Control. The revision included tracking SMART (**S**afety, **M**usic, **A**rt, Athletics, **R**enovations and **T**echnology) tangible personal property regardless of cost (included but not limited to musical instruments, iPads, tablets, desktops, printers, and promethean boards). The District administration requires follow-up verification of all items not accounted for during the physical audit with a historical cost of \$1,000 or more. Subsequently, location administrators must designate the location of recovered individual assets by room/fish number or demonstrate activity on the appropriate District approved forms.

Unaccounted / Found Items

While conducting the audit, there are instances in which items are determined to be unaccounted for. When the Office of the Chief Auditor determines that the item(s) is not accounted for, the asset is moved to a Missing List. This item will remain designated on the Missing List 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 2015-16

The following report discloses the audits for 23 schools and 5 departments. These audits were finalized between April 21, 2016 and June 1, 2016. A summary of this report notes that:

- For the 28 locations, 22,880 items were listed in the property records at a historical cost of \$43,770,457.
- For the 28 locations included in this report, a total of 136 items could not be accounted for with a historical cost of \$196,134.

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 April 21, 2016, and June 1, 2016. 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.
Department	Broward Education Foundation	17	\$28,956	0	0	No Exception	
Department	Head Start/Early Intervention	335	\$729,011	1	\$1,790	No Exception	
Department	Information Technology	2,616	\$19,730,049	10	\$10,905	No Exception	
Department	Old Dillard Museum	23	\$68,939	0	0	No Exception	
Department	Procurement & Warehousing Services	42	\$90,362	3	\$5,759	Exception	9-14
School	Atlantic West Elementary	743	\$813,012	0	0	No Exception	
School	Banyan Elementary	484	\$591,548	5	\$6,645	Exception	15-46
School	Bayview Elementary	331	\$478,683	0	0	No Exception	
School	Coconut Creek Elementary	455	\$696,178	5	\$7,218	Exception	47-60
School	Eagle Point Elementary	692	\$865,194	7	\$8,940	Exception	61-65
School	Embassy Creek Elementary	1,172	\$1,224,252	1	\$1,396	No Exception	
Sub Total		6,910	\$25,316,184	32	\$42,653		

Area	Name	Total Items	Historical Cost	Items Not Accounted For (INAF)	Historical Cost (INAF)	No Exception/ Exception	Page No.
School	Everglades Elementary	1,022	\$1,064,339	4	\$4,232	No Exception	
School	Griffin Elementary	719	\$584,243	1	\$1,135	No Exception	
School	Horizon Elementary	474	\$505,974	1	\$2,030	No Exception	
School	Miramar Elementary	741	\$808,978	3	\$7,580	No Exception	
School	North Side Elementary	288	\$432,468	0	0	No Exception	
School	Pines Lakes Elementary	965	\$1,138,833	1	\$1,683	No Exception	
School	Riverside Elementary	520	\$585,186	0	0	No Exception	
School	Silver Ridge Elementary	895	\$879,974	7	\$4,393	No Exception	
School	Sunland Park Elementary	434	\$599,710	2	\$2,161	No Exception	
School	Nova Middle	936	\$1,192,675	0	0	No Exception	
School	Parkway Middle	1,864	\$2,696,610	16	\$22,254	No Exception	
School	Ramblewood Middle	788	\$925,382	11	\$14,406	Exception	66-70
School	Boyd H. Anderson High	1,032	\$1,540,494	29	\$43,560	Exception	71-108
Sub Total		10,678	\$12,954,866	75	\$103,434		

Area	Name	Total Items	Historical Cost	Items Not Accounted For (INAF)	Historical Cost (INAF)	No Exception/Exception	Page No.
School	Pompano Beach High	1,387	\$1,634,391	15	\$29,671	Exception	109-131
School	Stoneman Douglas High	3,447	\$3,083,323	12	\$18,342	No Exception	
School	College Academy (BC)	47	\$181,442	0	0	No Exception	
School	Whispering Pines Center	411	\$600,251	2	\$2,034	No Exception	
Sub Total		5,292	5,499,407	29	\$50,047		

GRAND TOTAL (all pages)	22,880	\$43,770,457	136	\$196,134	7 Exceptions 21 No Exceptions	
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Audits Performed by:

**Bryan Erhard
Ivette Lima
Bruce Norris
Stephanie Ormsby
Rhonda Schaefer**

Audits Processed by:

Gail Mouzon-Williams

Audits Managed by:

Ali Arcese

SECTION II: Summary
SMART 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 SMART (Safety, Music, Art, Athletics, Renovations and Technology) property and inventory audits that were finalized during the period April 21, 2016, through June 1, 2016. The SMART property and inventory equipment is included within Section I: Summary of Property and Inventory Audits Performed. This chart provides a more detailed snapshot of SMART equipment either accounted for or unaccounted for during this audit period.

School/Site Name		SMART Computer Devices*		SMART Computer Devices Accounted For by OCA			SMART Computer Devices Unaccounted For by OCA			
		Ordered*	Received*	Teacher	Student	Other	Teacher	Student	Other	Total
2511	Atlantic West Elementary	231	231	17	205	9	0	0	0	231
3191	Embassy Creek Elementary**	477	477	75	369	6	0	0	0	450
2942	Everglades Elementary	448	448	60	380	8	0	0	0	448
2531	Horizon Elementary	195	195	35	160	0	0	0	0	195
0531	Miramar Elementary	335	335	30	290	15	0	0	0	335
2861	Pines Lakes Elementary	264	264	48	190	26	0	0	0	264
3031	Riverside Elementary	214	214	23	190	1	0	0	0	214
3081	Silver Ridge Elementary ***	420	420	79	325	10	0	6	0	420
1311	Nova Middle	113	113	0	107	6	0	0	0	113
3011	Stoneman Douglas High	1,504	1,504	126	1373	5	0	0	0	1,504

* Source: SMART Program Technology SBBC Schools Quarterly Report - March 31, 2016

** 27 Apple computers had not been added to the Master File as of 4/1/2016

*** During the property & inventory audit conducted by the Office of the Chief Auditor, it was determined that six student Lenovo ThinkPad were unaccounted for. The school, subsequent to the audit, reported the equipment stolen to local authorities.

SECTION III:
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

9516 Broward Education Foundation

9518 Old Dillard Museum

0041 North Side Elementary

0641 Bayview Elementary

1311 Nova Middle

2511 Atlantic West Elementary

3031 Riverside Elementary

3851 College Academy (BC)

SECTION IV: Administrative Responses
Locations with Exceptions

Department Name: Procurement & Warehousing Services 9707

Director: Ruby Crenshaw (Previous)
Mary Catherine Coker (Current)

**Chief Strategy &
Operations Officer:** Maurice Woods

Address: 7720 West Oakland Park Blvd., Suite 323
Sunrise, FL 33351

Total Number of Items in Inventory:	42
Total Dollar Cost of Items in Inventory:	\$90,362
Total Number of Items Unaccounted for:	3
Total Dollar Cost of Items Unaccounted for:	\$5,759
Total Net Value of Items Unaccounted for:	\$0
Percentage of Dollar Cost of Items Unaccounted for:	6.4%

Finding

As a result of the property and inventory audit, it was determined that some controls over inventory and fixed assets do not meet the District's policies and procedures.

A review of property and inventory was performed and of the 42 assets recorded at Procurement & Warehousing Services Department, three (3) items were unaccounted for. A thorough search was conducted by the department; however, the three (3) items are missing. Management's response did not include an explanation regarding the disposition of the missing assets.

Non-compliance with policies and procedures of fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets. The department displayed weaknesses in the controls to safeguard fixed assets.

Recommendation

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

(Procurement & Warehousing Services 9707 continued)

- At a minimum, semi-annual inventories should be conducted to ensure the District's property records are accurately maintained and updated. This includes the high-risk property items maintained within the secondary database established by the location.
- All tangible property including high risk, under value items such as iPads, tablets, laptops, desktops, printers, Promethean boards, cameras, audio/video equipment, custodial equipment and musical instruments must be maintained within a secondary, site-based tracking database. The property custodian will determine the format for the secondary, site-based tracking database.
- The location should complete a 3290A Surplus Declaration Transfer form when tangible personal property is identified as salvageable equipment. A copy of the 3290A Surplus Declaration Transfer form should be kept at the location for their records. The original should be forwarded along with adequate explanation/documentation for surplussing to the Warehouse Manager at Warehousing Services.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
The Office of the Chief Auditor
Property Division
2015-16

Items not accounted for : **Procurement & Warehousing Services 9707**

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST
1 07-10287	DELL DESKTOP P4 W/17" FLAT	\$ 1,095.00
2 06-12371	DELL DESKTOP P4 WS380	\$ 2,015.00
3 04-14886	DELL LAPTOP	\$ 2,649.00

Total Historical Cost of Property unaccounted for as of March 30, 2016 \$ 5,759.00

[1]Total Accumulated Depreciation as of March 30, 2016 \$ 5,759.00

Net Value of Property considered to be unaccounted for as of March 30, 2016 \$ -

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

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE CHIEF STRATEGY & OPERATIONS OFFICER

Maurice L. Woods
Chief Strategy & Operations Officer

Telephone: 754-321-2610

Facsimile: 754-321-1999

May 11, 2016

TO: Patrick Reilly
Chief Auditor

FROM: Maurice L. Woods *MLW.*
Chief Strategy & Operations Officer

SUBJECT: **AUDIT REPORT ON PROPERTY INVENTORY-FISCAL YEAR 2015-16**

I reviewed the corrective action plan for Procurement & Warehousing Services department's property and inventory control. I concur with Director Mary Coker's additional procedures to ensure accountability of all equipment. **Please contact me if you have any questions.**

MLW:dsc

Attachment

c: Mary Coker, Director, Procurement & Warehousing Services

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
PROCUREMENT & WAREHOUSING SERVICES**


**MARY C. COKER
DIRECTOR**

Telephone: (754) 321-0501

Facsimile: (754) 321-0936

May 10, 2016

TO: Maurice L. Woods
Chief Strategy & Operations Officer

FROM: Mary C. Coker 
Director, Procurement & Warehousing Services

SUBJECT: Audit Report on Property Inventory
Fiscal Year 2015-16

As a result of the property and inventory audit, it was determined that some of our department controls over inventory and fixed assets required improvements. Therefore, the Office of the Chief Auditor made recommendation to the Procurement & Warehousing Services department.

Attached is a copy of the departments Corrective Action Plan which include the actions and improvements that are underway regarding the property and inventory procedures.

Major provisions of plan:

- Appoint lead property member
- Complete Inventory Process & Tips training
- Train department
- Review and comply with Business Practice Bulletin O-100
- Update Inventory Property Control list
- Perform semi-annual inventories
- Complete proper documentation; including, property identified as salvageable equipment

This plan has been developed to effectively measure our assets in a proficient way; as well as, track all tangible property that is vulnerable to theft or misuse.

If you have any questions or require additional information, please contact me at 754-321-0501.


MCC:dm

Corrective Action Plan

Purpose: This plan will be put in place to insure the Property Inventory for Procurement & Warehousing Services 9707 is completed and all property is accounted for.

Goal: Property inventory always up to date, salvageable items identified and processed with proper document, and proper all documentation is maintained.

Action Steps	Responsibilities	Timeline	Resources	Communication Plan	Deadline
Appoint Lead Property Member	Randi Rosenthal	Immediately	N/A	N/A	Completed
Register for Inventory Process & Tips training	Randi Rosenthal	TBA, Not available until June	District Training		TBA
Present to Staff the process received from training	Randi Rosenthal	TBA, 1 week after training completed	Training Material	Staff Meeting Staff Presentation	TBA
Review Business Practice Bulletin O-100 to Ensure Compliance	Randi Rosenthal	Immediately	Policy was provided	Policy provided via email Review with Director/Designee of area needing improvement	Completed
Update Inventory Property Control List/Add any records needed per O-100	Randi Rosenthal	Immediately	Property Control List	Provided via email	On-Going
Perform Inventory Twice per Year	Randi Rosenthal	Completed in May and December each year	Property Control List Secondary database to be established	Use Property List and Secondary database to complete inventory Complete necessary Surplus/Transfer Forms for items, as needed Surplus/Transfer communicated with Manager, Material Logistics	Established by District and Department



 Mary C. Coker, Director
 Procurement & Warehousing Services

05/10/16

 Date

School Name: Banyan Elementary 2001

Principal: Eric Miller

**Address: 8800 NW 50th Street
Sunrise, FL 33351**

Total Number of Items in Inventory:	484
Total Dollar Cost of Items in Inventory:	\$591,548
Total Number of Items Unaccounted for:	5
Total Dollar Cost of Items Unaccounted for:	\$6,645
Total Net Value of Items Unaccounted for:	\$0
Percentage of Dollar Cost of Items Unaccounted for:	1.2%

Finding

As a result of the property and inventory audit, it was determined that some controls over inventory and fixed assets do not meet the District's policies and procedures. A review of all property and inventory was performed.

Of the 484 assets recorded at the school, five (5) items are unaccounted for. The Principal states the five computers were part of the SMART Surplus pickup coordinated by Warehousing Services. According to Warehousing Services' SMART Surplus Process (See Exhibit A) after the completion of the pickup, the school receives a copy of the "scanned asset list" from Warehousing Services. The school is given 72 hours to compare the 3290A Surplus Declaration Transfer form they created against the "scanned asset list" provided to them. (See Exhibit B) If discrepancies are found, it is the school's responsibility to contact Warehousing Services to address the discrepancies. When the Inventory Audit Specialist compared the list the school was given by Warehousing Services to the 3290A Surplus Declaration Transfer form, it was noted that five computers were added to the school's 3290A Surplus Declaration Transfer form that were not accounted for by Warehousing Services. Warehousing Services confirmed that if the equipment is not listed on the "scanned asset list" then it was not removed from the school during the SMART Surplus pickup. In addition, the school did not contact Warehousing Services to rectify the errors.

(Banyan Elementary 2001 continued)

Non-compliance with policies and procedures of fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets. The school displayed weaknesses in the controls to safeguard fixed assets.

Recommendation

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

- At a minimum, semi-annual inventories should be conducted to ensure the District's property records are accurately maintained and updated. This includes the high-risk property items maintained within the secondary database established by the location.
- All recorded assets are to be documented at the time of removal utilizing the prescribed School Board approved 3290A Surplus Declaration Transfer form. The property custodian must certify paperwork accuracy prior to the request for removal by Warehousing Services or the approved contracted vendor.
- The location should complete a 3290A Surplus Declaration Transfer form when tangible personal property is identified as salvageable equipment. A copy of the 3290A Surplus Declaration Transfer form should be kept at the location for their records. The original should be forwarded along with adequate explanation/documentation for surplussing to the Warehouse Manager at Warehousing Services.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
The Office of the Chief Auditor
Property Division
2015-16

Items not accounted for : **Banyan Elementary 2001**

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST
1 06-01494	APPLE IBOOK G4 W/CD	\$ 1,531.50
2 05-40178	APPLE IBOOK G4 W/CD	\$ 1,456.50
3 05-40199	APPLE IBOOK G4 W/CD	\$ 1,456.50
4 04-00106	APPLE DESKTOP EMAC G4	\$ 1,100.30
5 04-00112	APPLE DESKTOP EMAC G4	\$ 1,100.30

Total Historical Cost of Property unaccounted for as of May 12, 2016	\$ 6,645.10
[1]Total Accumulated Depreciation as of May 12, 2016	\$ 6,645.10
Net Value of Property considered to be unaccounted for as of May 12, 2016	\$ -

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

SMART SURPLUS

SMART SURPLUS ASSETS	SMART SURPLUS NON-ASSETS	SMART SURPLUS INFRASTRUCTURE	B-STOCK SURPLUS ASSETS & NON-ASSETS
All SMART Computer Devices, A/V Media Equipment <u>WITH</u> BPI Asset Numbers	All SMART Devices, A/V Media Equipment <u>WITHOUT</u> BPI Asset Numbers	All SMART infrastructure equipment removed (wi-fi access points, servers, racks, etc.)	<u>Non SMART</u> related assets and non-assets (appliances, gym equipment, custodial tools, musical instruments, etc.)
Complete <u>ONE SET</u> of 3290A Surplus Declaration Forms to include descriptions, BPI asset numbers and serial numbers. Indicate "SMART SURPLUS" in upper right hand corner of document.	Complete <u>ONE SET</u> of 3290A Surplus Declaration Forms to include descriptions, BPI asset numbers and serial numbers. Indicate "SMART SURPLUS" in upper right hand corner of document.	3290A Surplus Declaration Forms will be completed by the Vendor (JDL) and submitted to the school. <u>The school must verify/confirm assets listed on forms.</u>	Complete <u>ONE SET</u> of 3290A Surplus Declaration Forms to include descriptions, BPI asset numbers and serial numbers.
Principal must sign 3290A form on "Equipment Transfer/Surplus Approved By" line. IN BLUE INK	Principal must sign 3290A form on "Equipment Transfer/Surplus Approved By" line. IN BLUE INK	Principal must sign 3290A form on "Equipment Transfer/Surplus Approved By" line. IN BLUE INK	Principal must sign 3290A form on "Equipment Transfer/Surplus Approved By" line. IN BLUE INK
<u>Keep original signed 3290A forms.</u> Scan completed 3290A forms and SMART Surplus list to "B-Stock Surplus" in CAB (type "B-STOCK" in CAB to populate address)	<u>Keep original signed 3290A forms.</u> Scan completed 3290A forms and SMART Surplus list to "B-Stock Surplus" in CAB. (type "B-STOCK" in CAB to populate address)	Scan completed 3290A forms to "B-Stock Surplus" in CAB. (type "B-STOCK" in CAB to populate address)	<u>Submit original 3290A forms by pony to B-Stock (Attn: Ted Skopinski) 321-2850</u>
Once 3290A forms are received, the school will be contacted for scheduling a direct pickup of surplus by the Recycle Vendor.	Once 3290A forms are received, the school will be contacted for scheduling pickup of surplus. It will be determined at that time if the items will be picked up by Vendor or B-Stock (determination of space requirements on Vendor truck).	<u>Submit original 3290A forms by pony to B-Stock (Attn: Ted Skopinski) 321-2850</u>	Procurement & Warehousing department will generate a B-Stock Transfer Ticket and schedule pickup of equipment.
3290A forms will be attached to transfer paperwork on date of scheduled surplus pickup. <u>The original 3290A forms will be collected by Procurement & Warehousing department at time of pickup.</u>	<u>If B-Stock is scheduled to complete pickup:</u> Submit original 3290A forms by pony to B-Stock (Attn: Ted Skopinski) 321-2850	Procurement & Warehousing department will generate a B-Stock Transfer Ticket and schedule pickup of equipment.	Procurement & Warehousing department will submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket.
After completion of surplus pickup, the school will receive a copy of the "Scanned Asset List" within 72 hours. <u>Upon receipt, the school must verify that the "Scanned Asset List" matches the completed 3290A forms.</u> Contact Kent Jerding within 72 hours if discrepancies are found.	Procurement & Warehousing department will generate a B-Stock Transfer Ticket and schedule pickup of equipment.	Procurement & Warehousing department will submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket.	ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE
Procurement & Warehousing department will submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket.	<u>If Vendor is scheduled to complete pickup:</u> 3290A forms will be attached to transfer paperwork on date of scheduled surplus pickup. <u>The original 3290A forms will be collected by Procurement & Warehousing department at time of pickup.</u>	ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE	
ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE	Procurement & Warehousing department will submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket.		
		** NOTE: For peripheral items such as monitors, keyboards, etc., a "total count" for each type item is required. ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE	

SMART SURPLUS

3/16/16

K.J. 1 of 22 pages

Exhibit B

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

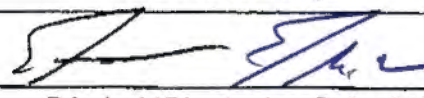
TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: 25676

Transfer Assistance Required: YES NO

Issuing Location #: 2001 Receiving Location #: B-Stock
Location Name: Banyan ES Location Name:
Contact Name: Dr. Shandora Beckwith Contact Name:
Phone #: 754-322-5359 Phone #:

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
04-00095	G832466KPQL		APPLE, DESKTOP, EMAC G4 W/17"FLAT CRT ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00098	G83246APPQL		APPLE, DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00104	G832465XPQL		APPLE, DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00105	G83246ACPQL		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00106	G8324644PQL		APPLE, DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00107	G83246BYPQL		APPLE, DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00110	G8324691PQL		APPLE, DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00111	G832468ZPQL		APPLE, DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00112	G8324655PQL		APPLE, DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00113	G832462APQL		APPLE, DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer / Surplus Approved by: 
Principal / Director (per Policy 3204)

Date: 2/8/16

Released by: SHANDORA BECKWITH Date: 3/16/16
Please Print Name, Title

Transfer Received by: _____
Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
Please Print Name, Title

Date: / /

Form #3290A
Rev. 07/08

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

60:8 WJ 12 3/16/16

63 Emac/ mac/pc
121 LT
5 print
+ 1 mac

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #:	2001	Receiving Location #:	B-Stock
Location Name:	Banyan ES	Location Name:	
Contact Name:	Dr. Shandora Beckwith	Contact Name:	
Phone #:	754-322-5359	Phone #:	

8 Desktops
1 Printer

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
04-00114	G832464QPQL		APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00120	G832464UPQL		APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00121	G832462VPQL		APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-00124	G8324672PQL		APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT/CD ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-01368	9911M3H		PRINTER, LEXMARK T630N ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-16338	YM3486JDPPB		APPLE DESKTOP, 17 ✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04-16341	YM3486DRPPB		APPLE, DESKTOP, 17 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-16343	YM3486BQPPB		APPLE, DESKTOP, 17 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-16349	YM3486JOPP B		APPLE, DESKTOP, 17 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-16352	UV4111D1QE4		APPLE, IBOOK, 14.1 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
Surplus Approved by: [Signature]
Principal / Director (per Policy 3204)

Date: 2/8/16

Released by: _____
Please Print Name, Title

Date: / /

Transfer Received by: _____
Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
Please Print Name, Title

Date: / /

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____


Transfer Assistance Required: YES NO

Issuing Location #:	2001	Receiving Location #:	B-Stock
Location Name:	Banyan ES	Location Name:	
Contact Name:	Dr. Shandora Beckwith	Contact Name:	
Phone #:	754-322-5359	Phone #:	

7000058

36
IP 6D

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
04-16354	UV4111DNQE4		APPLE, IBOOK, 14.1 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04-16356	W840970CNRZ		APPLE, POWERBOOK, 15.2 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-20975	W84173LDQHX		APPLE POWERBOOK, 15.2 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-30069	991WZ7C ✓		PRINTER, LEXMARK T630N B/W LASER ✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05-30841	G84358CQR93		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-30844	G84378K6RBE		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-30846	G84358C8R93		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-30847	G84378L5RBE		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-30848	G84378KXRBE		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-30849	G84358CSR93		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
Surplus Approved by: 
Principal / Director (per Policy 3204)

Date: 2/5/16

Released by: _____
Please Print Name, Title

Date: / /

Transfer Received by: _____
Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
Please Print Name, Title

Date: / /

The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 2001
 Location Name: Banyan ES
 Contact Name: Dr. Shandora Beckwith
 Phone #: 754-322-5359

Receiving Location #: B-Stock
 Location Name:
 Contact Name:
 Phone #:

3D 64, P

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05-30853	G84378FAR93		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- ✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05-30854	G843589HR93		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-30855	G84378LKRBE		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-30859	UV4353QJRAP		COMPUTER, LAPTOP IBOOK ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-30863	UV436001RAP		COMPUTER, LAPTOP IBOOK ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-30866	UV4340NFRAP		COMPUTER, LAPTOP IBOOK ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-39618	9923KLK ✓		PRINTER, LEXMARK T630N B/W LASER ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40176	UV4502CQSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40177	UV4500BLSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40178	UV4502DKSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
 Surplus Approved by: [Signature]
 Principal / Director (per Policy 3204)

Date: 2/8/16

Released by: _____
 Please Print Name, Title

Date: / /

Transfer Received by: _____
 Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
 Please Print Name, Title

Date: / /

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____

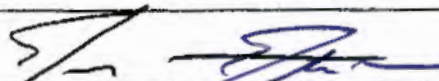
Transfer Assistance Required: YES NO

Issuing Location #:	2001	Receiving Location #:	B-Stock
Location Name:	Banyan ES	Location Name:	
Contact Name:	Dr. Shandora Beckwith	Contact Name:	
Phone #:	754-322-5359	Phone #:	

10 L

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05-40180	UV4502LDSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA /	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40181	UV4502ETSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA /	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40182	4520300YF5X		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA /	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40191	UV4502EWSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA /	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40193	UV45026PSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA /	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40195	UV4502EXSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA /	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40196	UV45028RSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA /	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40199	UV4502BMSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA /	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40201	UV4502FDSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA /	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-40202	UV4502HMSCZ		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA /	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
Surplus Approved by:


Principal / Director (per Policy 3204)

Date: 2/1/10

Released by: _____

Please Print Name, Title

Date: / /

Transfer Received by: _____

Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____

Please Print Name, Title

Date: / /

The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

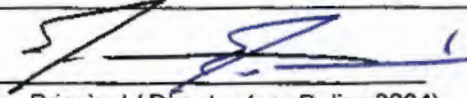
B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 2001 Receiving Location #: B-Stock
 Location Name: Banyan ES Location Name:
 Contact Name: Dr. Shandora Beckwith Contact Name:
 Phone #: 754-322-5359 Phone #:

10 D

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05-55032	G851885BSCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input type="checkbox"/>	<input type="checkbox"/>
05-55036	G85198FYSCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input type="checkbox"/>	<input type="checkbox"/>
05-55038	G85198UUSCC		APPLE, DESKTOP, EMAC G4 W/17" ✓	<input type="checkbox"/>	<input type="checkbox"/>
05-55039	G85198VCSCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input type="checkbox"/>	<input type="checkbox"/>
05-55040	G851885BSCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input type="checkbox"/>	<input type="checkbox"/>
05-55041	G85198BRQSCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input type="checkbox"/>	<input type="checkbox"/>
05-55043	G85198BTJSCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input type="checkbox"/>	<input type="checkbox"/>
05-55053	G85198TKSCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input type="checkbox"/>	<input type="checkbox"/>
05-55054	G85198UNSCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input type="checkbox"/>	<input type="checkbox"/>
05-55055	G85198BSPSCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
 Surplus Approved by: 
 Principal / Director (per Policy 3204)

Date: 2/8/14

Released by: _____
 Please Print Name, Title

Date: / /

Transfer Received by: _____
 Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
 Please Print Name, Title

Date: / /

The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

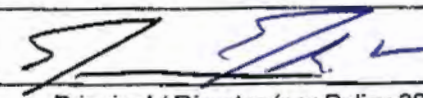
B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 2001 Receiving Location #: B-Stock
 Location Name: Banyan ES Location Name:
 Contact Name: Dr. Shandora Beckwith Contact Name:
 Phone #: 754-322-5359 Phone #:

30 76

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05-55057	G8519BTASCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-55059	G8519BT4SCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05-55061	G8519BSLSCC		APPLE, DESKTOP, EMAC G4 W/17" FLAT ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15000	4H531DKKSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15001	4H531DVDSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15003	4H531EL6SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15004	4H531EMBSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15005	4H531EZFSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15006	4H531EZZSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15010	4H531FEBSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
 Surplus Approved by: 
 Principal / Director (per Policy 3204)

Date: 2/18/16 Released by: _____ Date: / /
 Please Print Name, Title

Transfer Received by: _____ Date: / /
 Principal / Director (per Policy 3204)

Transfer Delivered by: _____ Date: / /
 Please Print Name, Title

The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 2001 Receiving Location #: B-Stock
 Location Name: Banyan ES Location Name:
 Contact Name: Dr. Shandora Beckwith Contact Name:
 Phone #: 754-322-5359 Phone #:

10 L

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05LA15011	4H531FFYSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15012	4H531FG8SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15013	4H531FHPSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15014	4H531FJ3SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15015	4H531FLKSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15016	4H531FS8SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15017	4H531FSUSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15018	4H531FTSSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15022	4H531G37SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15024	4H531GQXSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer / Surplus Approved by: [Signature] Date: 2/8/16 Released by: _____ Date: / /
 Principal / Director (per Policy 3204) Please Print Name, Title

Transfer Received by: _____ Date: / /
 Principal / Director (per Policy 3204)

Transfer Delivered by: _____ Date: / /
 Please Print Name, Title

The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

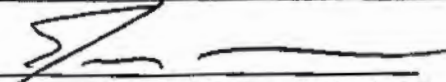
- *SURPLUS (Principal / Director authorization signature required)
 - TRANSFER (both issuing and receiving Principal / Director authorization signatures required)
- Transfer Assistance Required: YES NO

B-Stock Transfer #: _____

Issuing Location #: 2001 Receiving Location #: B-Stock
 Location Name: Banyan ES Location Name:
 Contact Name: Dr. Shandora Beckwith Contact Name:
 Phone #: 754-322-5359 Phone #:

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BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05LA15033	4H531HARSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15034	4H531HBLSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15035	4H531HTMSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15036	4H531J73SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15038	4H531JVXSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15039	4H531K68SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15041	4H531KHSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15043	4H531KWFSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15046	4H53218BSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15047	4H53219KSEB		Apple-Refresh Laptop ✓	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer / Surplus Approved by: 
 Principal / Director (per Policy 3204)

Date: 2/18/16 Released by: _____ Date: / /
 Please Print Name, Title

Transfer Received by: _____
 Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
 Please Print Name, Title

Date: / /

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The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

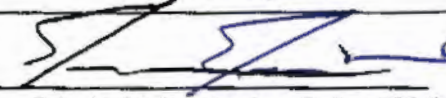
B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 2001 Receiving Location #: B-Stock
Location Name: Banyan ES Location Name:
Contact Name: Dr. Shandora Beckwith Contact Name:
Phone #: 754-322-5359 Phone #:

10 L

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05LA15049	4H5321FZSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15052	4H5321HMSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15053	4H5321JRSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15055	4H5321P3SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15057	4H5321QSSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15060	4H5321X0SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15062	4H5321YTSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15064	4H53226TSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15065	4H5322JLSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15066	4H5322RQSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
Surplus Approved by: 
Principal / Director (per Policy 3204)

Date: 2/18/16

Released by: _____
Please Print Name, Title

Date: ___/___/___

Transfer Received by: _____
Principal / Director (per Policy 3204)

Date: ___/___/___

Transfer Delivered by: _____
Please Print Name, Title

Date: ___/___/___

28

The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

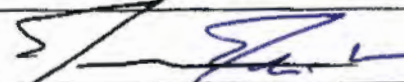
B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 2001 Receiving Location #: B-Stock
 Location Name: Banyan ES Location Name:
 Contact Name: Dr. Shandora Beckwith Contact Name:
 Phone #: 754-322-5359 Phone #:

10L

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05LA15067	4H5322THSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15068	4H5322TSSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15070	4H5323V0SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15071	4H53244DSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15073	4H53245WSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15074	4H53246NSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15075	4H53249NSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15076	4H5324ABSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15077	4H5324AQSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15079	4H5324BJSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
 Surplus Approved by: 
 Principal / Director (per Policy 3204)

Date: 2/18/16 Released by: _____ Date: / /
 Please Print Name, Title

Transfer Received by: _____ Date: / /
 Principal / Director (per Policy 3204)

Transfer Delivered by: _____ Date: / /
 Please Print Name, Title

29

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)


B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 2001 Receiving Location #: B-Stock
Location Name: Banyan ES Location Name:
Contact Name: Dr. Shandora Beckwith Contact Name:
Phone #: 754-322-5359 Phone #:

10L

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
				<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15081	4H5324F2SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15082	4H5324S4SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15085	4H5324WGSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15087	4H5324Y2SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15089	4H5325A9SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15090	4H5325KLSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15091	4H5325M8SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15094	4H5325QYSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15095	4H5325R9SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15097	4H5325RNSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
Surplus Approved by: 
Principal / Director (per Policy 3204)

Date: 2/8/16 Released by: _____ Date: / /
Please Print Name, Title

Transfer Received by: _____
Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
Please Print Name, Title

Date: / /

The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)
 TRANSFER (both issuing and receiving Principal / Director authorization signatures required)
 Transfer Assistance Required: YES NO

B-Stock Transfer #: _____

Issuing Location #: 2001 Receiving Location #: B-Stock
 Location Name: Banyan ES Location Name:
 Contact Name: Dr. Shandora Beckwith Contact Name:
 Phone #: 754-322-5359 Phone #:

10 L

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05LA15099	4H5325VDSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15102	4H53261MSEB		Apple-Refresh Laptop ✓	<input type="checkbox"/>	<input type="checkbox"/>
05LA15103	4H532634SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15107	4H53266MSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15109	4H53267TSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15112	4H5326AESEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15114	4H5326J7SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15116	4H5326PMSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15117	4H5326RKSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15123	4H5327CDSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer / Surplus Approved by: [Signature] Date: 2/8/16 Released by: _____ Date: / /
 Principal / Director (per Policy 3204) Please Print Name, Title

Transfer Received by: _____ Date: / /
 Principal / Director (per Policy 3204)

Transfer Delivered by: _____ Date: / /
 Please Print Name, Title

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #:	2001	Receiving Location #:	B-Stock
Location Name:	Banyan ES	Location Name:	
Contact Name:	Dr. Shandora Beckwith	Contact Name:	
Phone #:	754-322-5359	Phone #:	

104

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05LA15124	4H5327D2SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15126	4H5327Q0SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15127	4H5327RPSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15128	4H53288VSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15129	4H532894SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15130	4H5328AMSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15131	4H5328DFSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15132	4H5328NSSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15135	4H5329GWSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15136	4H5329P5SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Equipment Transfer / Surplus Approved by: [Signature] Date: 2/1/16 Released by: _____ Date: 1/1/
Principal / Director (per Policy 3204) Please Print Name, Title

Transfer Received by: _____ Date: 1/1/
Principal / Director (per Policy 3204)

Transfer Delivered by: _____ Date: 1/1/
Please Print Name, Title

The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 2001 Receiving Location #: B-Stock
 Location Name: Banyan ES Location Name:
 Contact Name: Dr. Shandora Beckwith Contact Name:
 Phone #: 754-322-5359 Phone #:

10 L

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05LA15137	4H5329VHSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15138	4H5329Z7SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15139	4H532A3XSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15140	4H532A8LSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15141	4H532ABLSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15143	4H5352NUSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15144	4H5352Q5SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15145	4H5352S6SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15147	4H5352TLSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15150	4H535323SEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
 Surplus Approved by: [Signature]
 Principal / Director (per Policy 3204)

Date: 2/16/16 Released by: _____ Date: 1/1
 Please Print Name, Title

Transfer Received by: _____
 Principal / Director (per Policy 3204)

Date: 1/1

Transfer Delivered by: _____
 Please Print Name, Title

Date: 1/1

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____

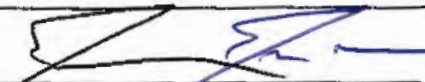
Transfer Assistance Required: YES NO

Issuing Location #: 2001
Location Name: Banyan ES
Contact Name: Dr. Shandora Beckwith
Phone #: 754-322-5359

Receiving Location #: B-Stock
Location Name:
Contact Name:
Phone #:

SL 2^P 3D

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05LA15151	4H5353DKSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15152	4H5353GFSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15155	4H5356JJSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15157	4H5357QBSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LA15158	4H53585VSEB		Apple-Refresh Laptop ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05LL02638	7902PH9 ✓		Lexmark Refresh Printer-T640n ✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05LL02647	7901HRD		Lexmark Refresh Printer-T640n ✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06-01482	W85208GLSDY		APPLE,DESKTOP,IMAC G5 W/17" FLAT PANEL ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-01484	W85208JWSDY		APPLE,DESKTOP,IMAC G5 W/17" FLAT PANEL ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-01486	W85208J3SDY		APPLE,DESKTOP,IMAC G5 W/17" FLAT PANEL ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer / Surplus Approved by: 
Principal / Director (per Policy 3204)

Date: 2/8/16

Released by: _____
Please Print Name, Title

Date: / /

Transfer Received by: _____
Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
Please Print Name, Title

Date: / /

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 2001 Receiving Location #: B-Stock
Location Name: Banyan ES Location Name:
Contact Name: Dr. Shandora Beckwith Contact Name:
Phone #: 754-322-5359 Phone #:

20
100 7L

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
06-01487	W85208TNSDY		APPLE,DESKTOP,IMAC G5 W/17" FLAT PANEL ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-01493	4H5231PHS87		APPLE,IBOOK G4 W/CD-RW/DVD/12.1" ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-01494	4H5233ZNS87		APPLE,IBOOK G4 W/CD-RW/DVD/12.1" ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-01495	4H5233UNS87		APPLE,IBOOK G4 W/CD-RW/DVD/12.1" ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-01497	4H52340CS87		APPLE,IBOOK G4 W/CD-RW/DVD/12.1" ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-08222	4H5416KUSE7		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-08224	4H54163VSE7		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-08225	4H54164HSE7		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-84312	BNXWK91		DELL, STAR COMPUTER SYSTEM ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07-00360	G86260FDTKG		APPLE DESKTOP EMAC G4 17"FLAT/CRT/CD-RW/ ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer / Surplus Approved by: [Signature]
Principal / Director (per Policy 3204)

Date: 2/8/16

Released by: _____ Date: / /
Please Print Name, Title

Transfer Received by: _____
Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
Please Print Name, Title

Date: / /

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

- *SURPLUS (Principal / Director authorization signature required)
 - TRANSFER (both issuing and receiving Principal / Director authorization signatures required)
- Transfer Assistance Required: YES NO

B-Stock Transfer #: _____

Issuing Location #: 2001 Receiving Location #: B-Stock
 Location Name: Banyan ES Location Name:
 Contact Name: Dr. Shandora Beckwith Contact Name:
 Phone #: 754-322-5359 Phone #:

601341
1c

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
07-00361	G86260FHTKG		APPLE DESKTOP EMAC G4 17"FLAT/CRT/CD-RW/ ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07-00363	G86260FYTKG		APPLE DESKTOP EMAC G4 17"FLAT/CRT/CD-RW/ ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07-06802	4H64600RSE7		APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07-11444	W87100XAWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07-11445	W87100XXWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07-11446	W87100XYWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07-11699	W87091Z1WH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07-13704	CJL618496		TABLETOP B/W DIGITAL COPIER:TOSHIBA E162	<input checked="" type="checkbox"/>	<input type="checkbox"/>
09-82416	W8847ELK1G0		APPLE, MACBOOK PRO LAPTOP ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11-05134	451230F7GST		COMPUTER, APPLE MACBOOK LAPTOP 2.26HZ ✓	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Equipment Transfer / Surplus Approved by: [Signature] Date: 2/5/16 Released by: _____ Date: / /
 Principal / Director (per Policy 3204) Please Print Name, Title

Transfer Received by: _____ Date: / /
 Principal / Director (per Policy 3204)

Transfer Delivered by: _____ Date: / /
 Please Print Name, Title

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

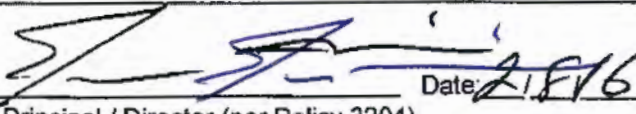
B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: _____
Location Name: _____
Contact Name: _____
Phone #: _____

Receiving Location #: _____
Location Name: _____
Contact Name: _____
Phone #: _____

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
			Computer, Dell GX520 ✓	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
	G8PDCF1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>
	1Z22YG1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>
	7HXL3H1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>
	D38W5H1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>
	BJRCDF1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>
	BM26NF1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
Surplus Approved by:  Date: 2/8/16
Principal / Director (per Policy 3204)

Released by: _____ Date: ___/___/___
Please Print Name, Title

Transfer Received by: _____ Date: ___/___/___
Principal / Director (per Policy 3204)

Transfer Delivered by: _____ Date: ___/___/___
Please Print Name, Title

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The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____


Transfer Assistance Required: YES NO

Issuing Location #: _____
Location Name: _____
Contact Name: _____
Phone #: _____

Receiving Location #: _____
Location Name: _____
Contact Name: _____
Phone #: _____

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
	668W5H1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>
	G38W5H1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>

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Equipment Transfer /
Surplus Approved by:  Date: 2/8/16
Principal / Director (per Policy 3204)

Released by: _____ Date: ___/___/___
Please Print Name, Title

Transfer Received by: _____ Date: ___/___/___
Principal / Director (per Policy 3204)

Transfer Delivered by: _____ Date: ___/___/___
Please Print Name, Title

The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____

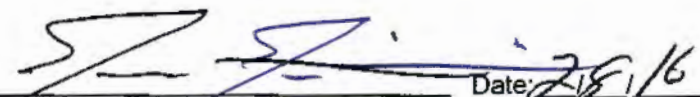
Transfer Assistance Required: YES NO

Issuing Location #: _____
Location Name: _____
Contact Name: _____
Phone #: _____

Receiving Location #: _____
Location Name: _____
Contact Name: _____
Phone #: _____

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
	31DLCH1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>
	FZCLCH1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>
	BFJJCH1		DELL OPTIPLEX 755 ✓	<input type="checkbox"/>	<input type="checkbox"/>
	1526630		ELMO TT2I	<input type="checkbox"/>	<input type="checkbox"/>

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Equipment Transfer /
Surplus Approved by:  Date: 2/8/16
Principal / Director (per Policy 3204)

Released by: _____ Date: ___/___/___
Please Print Name, Title

Transfer Received by: _____ Date: ___/___/___
Principal / Director (per Policy 3204)

Transfer Delivered by: _____ Date: ___/___/___
Please Print Name, Title

B-Stock Transfer

Date Created: 2/26/2016

Date Closed:

Number of 3290A Attachments: 22

Number of Other Attachments:

Transfer # 25676

Exhibit B

Cafeteria #

Issuing Location 2001

Banyan Elementary

8800 NW 50th Street

Sunrise, FL 33321

Phone/Fax: (754)322-5350 / (754)322-5390

Contact:

Check if unable to complete Reason:

Receiving Location: 022T

A1 Assets Inc.

1100 Charles Street

Longwood, FL 32750

Phone/Fax: (407)339-7030 / (407)749-0787

Contact:

Line #	BPI #	Serial #	Qty	Item Description	Status
1			62, 68	IMAC/EMAC/PC Computers	Inc
2			12	Laptop Computer	Inc
3			5	Printers	Inc
4			1	Miscellaneous Item-Elmo	Inc

SMART SURPLUS
 DIRECT VENDOR PICKUP
 COMPLETED 3/16/16
 KJ.

COMPLETED
 3/16/16
 KJ.

Requested By: **Kent Jerding**

Released By: *X Clarence McGraw* Clarence McGraw Date: 3/16/16

Received By: *[Signature]* WILLIAM KNAPP Date: 3/16/16

Delivered By:

Originator: **Celina King**

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

Warehouse Department "Scanned Asset List" provided to Banyan Elementary.

Banyan EL/2001

SCANNED 3/09/2016 KENT JERDING

BROWARD SCHOOL DISTRICT TRACKING MATERIAL

SERIAL NUMBER	MAKE	MODEL	COMMENTS
UV4502EXSCZ	APPLE	LAPTOP	
UV45028RSCZ	APPLE	LAPTOP	
UV4340NFRAP	APPLE	LAPTOP	
UV4502HMSCZ	APPLE	LAPTOP	
4H531DKKSEB	APPLE	LAPTOP	
4H531EZFSEB	APPLE	LAPTOP	
4H531EZZSEB	APPLE	LAPTOP	
4H531DVDSEB	APPLE	LAPTOP	
4H531EL6SEB	APPLE	LAPTOP	
4H531EMBSEB	APPLE	LAPTOP	
4H531HBLSEB	APPLE	LAPTOP	
4H531GQXSEB	APPLE	LAPTOP	
4H531HARSEB	APPLE	LAPTOP	
4H531FLKSEB	APPLE	LAPTOP	
4H531G37SEB	APPLE	LAPTOP	
4H531FFYSEB	APPLE	LAPTOP	
4H531FEBSEB	APPLE	LAPTOP	
4H531FJ3SEB	APPLE	LAPTOP	
4H531FG8SEB	APPLE	LAPTOP	
4H531FSUSEB	APPLE	LAPTOP	
4H5321JRSEB	APPLE	LAPTOP	
4H5321YTSEB	APPLE	LAPTOP	
4H5321FZSEB	APPLE	LAPTOP	
4H531KWFSEB	APPLE	LAPTOP	
4H5321HMSEB	APPLE	LAPTOP	
4H5321P3SEB	APPLE	LAPTOP	
4H531K68SEB	APPLE	LAPTOP	
4H531HTMSEB	APPLE	LAPTOP	
4H53244DSEB	APPLE	LAPTOP	
4H5324AQSEB	APPLE	LAPTOP	
4H5322JLSEB	APPLE	LAPTOP	
4H5324Y2SEB	APPLE	LAPTOP	
4H53246NSEB	APPLE	LAPTOP	
4H53249NSEB	APPLE	LAPTOP	
4H5324F2SEB	APPLE	LAPTOP	
4H5322RQSEB	APPLE	LAPTOP	
4H5324WGSEB	APPLE	LAPTOP	
4H53245WSEB	APPLE	LAPTOP	
4H53267TSEB	APPLE	LAPTOP	
4H5325QYSEB	APPLE	LAPTOP	
4H5231PHS87	APPLE	LAPTOP	
UV4502LDSCZ	APPLE	LAPTOP	
4H5355P4SEB	APPLE	LAPTOP	
4H5321QSSEB	APPLE	LAPTOP	
4H531J73SEB	APPLE	LAPTOP	
UV4111D1QE4	APPLE	LAPTOP	
4H5325KLSEB	APPLE	LAPTOP	
4H5325M8SEB	APPLE	LAPTOP	
4H5326PMSEB	APPLE	LAPTOP	
4H5326AESEB	APPLE	LAPTOP	
4H5326J7SEB	APPLE	LAPTOP	
4H5325VDSEB	APPLE	LAPTOP	
4H5325RNSEB	APPLE	LAPTOP	

Exhibit B

4H532894SEB	APPLE	LAPTOP
4H5329GWSEB	APPLE	LAPTOP
4H5327RPSEB	APPLE	LAPTOP
4H5328DFSEB	APPLE	LAPTOP
4H5327Q0SEB	APPLE	LAPTOP
4H5326RKSEB	APPLE	LAPTOP
4H5328AMSEB	APPLE	LAPTOP
4H5329P5SEB	APPLE	LAPTOP
4H5329VHSEB	APPLE	LAPTOP
UV45026PSCZ	APPLE	LAPTOP
4H54163VSE7	APPLE	LAPTOP
4H5233UN87	APPLE	LAPTOP
UV4502DPSCZ	APPLE	LAPTOP
4H53261MSEB	APPLE	LAPTOP
4H64600RSE7	APPLE	LAPTOP
UV4353QJRAP	APPLE	LAPTOP
4H53226TSEB	APPLE	LAPTOP
UV4500BLSCZ	APPLE	LAPTOP
4H5323V0SEB	APPLE	LAPTOP
4H5357QBSEB	APPLE	LAPTOP
4H5322TSSEB	APPLE	LAPTOP
4H53585VSEB	APPLE	LAPTOP
4H5352S6SEB	APPLE	LAPTOP
4H5352NUSEB	APPLE	LAPTOP
4H535323SEB	APPLE	LAPTOP
4H5416KUSE7	APPLE	LAPTOP
4H54164HSE7	APPLE	LAPTOP
4H52340CS87	APPLE	LAPTOP
UV4502JGSCZ	APPLE	LAPTOP
4H5327D2SEB	APPLE	LAPTOP
4H5325A9SEB	APPLE	LAPTOP
UV4502EWSCZ	APPLE	LAPTOP
4H531JVXSEB	APPLE	LAPTOP
4H53288VSEB	APPLE	LAPTOP
UV4502CQSCZ	APPLE	LAPTOP
UV4502ETSCZ	APPLE	LAPTOP
4H5322THSEB	APPLE	LAPTOP
4H531FHPSEB	APPLE	LAPTOP
4H531FS8SEB	APPLE	LAPTOP
4H5324ABSEB	APPLE	LAPTOP
4H5324S4SEB	APPLE	LAPTOP
4H5325R9SEB	APPLE	LAPTOP
4H5356JJSEB	APPLE	LAPTOP
UV4502FDSCZ	APPLE	LAPTOP
4H531FTSSEB	APPLE	LAPTOP
4H532A8LSEB	APPLE	LAPTOP
4H5328NSSEB	APPLE	LAPTOP
UV4502JM5CZ	APPLE	LAPTOP
4H532634SEB	APPLE	LAPTOP
4H5324BJSEB	APPLE	LAPTOP
4H5352TLSEB	APPLE	LAPTOP
UV436001RAP	APPLE	LAPTOP
4H5353GFSEB	APPLE	LAPTOP
UV4111DNQE4	APPLE	LAPTOP
4H5321X0SEB	APPLE	LAPTOP
4H5327CDSEB	APPLE	LAPTOP
4H5352Q5SEB	APPLE	LAPTOP
4H54166LSE7	APPLE	LAPTOP
4H5353DKSEB	APPLE	LAPTOP
4H531KHESEB	APPLE	LAPTOP

Exhibit B

UV4502DXSCZ	APPLE	LAPTOP	
4H532A3XSEB	APPLE	LAPTOP	
451230F7GST	APPLE	LAPTOP	
451230G7GST	APPLE	LAPTOP	
W84173LDQHX	APPLE	LAPTOP	
W8847ELK1G0	APPLE	LAPTOP	
W840970CNRZ	APPLE	LAPTOP	QTY.120
W87100XAWH5	APPLE	EMAC/IMAC/PC	
G84358C8R93	APPLE	EMAC/IMAC/PC	
G8519BSNSCC	APPLE	EMAC/IMAC/PC	
W85208J3SDY	APPLE	EMAC/IMAC/PC	
W85208TNSDY	APPLE	EMAC/IMAC/PC	
W87100XYWH5	APPLE	EMAC/IMAC/PC	
W87100XXWH5	APPLE	EMAC/IMAC/PC	
W87091Z1WH5	APPLE	EMAC/IMAC/PC	
W85208JWSDY	APPLE	EMAC/IMAC/PC	
W85208GLSDY	APPLE	EMAC/IMAC/PC	
W85208K8SDY	APPLE	EMAC/IMAC/PC	
G86260FYTKG	APPLE	EMAC/IMAC/PC	
G851885BSCC	APPLE	EMAC/IMAC/PC	
G84378K6RBE	APPLE	EMAC/IMAC/PC	
G8324691PQL	APPLE	EMAC/IMAC/PC	
G83246APPQL	APPLE	EMAC/IMAC/PC	
G832464QPQL	APPLE	EMAC/IMAC/PC	
G83246BYPQL	APPLE	EMAC/IMAC/PC	
G832466KPQL	APPLE	EMAC/IMAC/PC	
G86260FDTKG	APPLE	EMAC/IMAC/PC	
G85198TKSCC	APPLE	EMAC/IMAC/PC	
G8519BSLSCC	APPLE	EMAC/IMAC/PC	
YM3486JDPPB	APPLE	EMAC/IMAC/PC	
G832462VPQL	APPLE	EMAC/IMAC/PC	
YM3486BQPPB	APPLE	EMAC/IMAC/PC	
G8324672PQL	APPLE	EMAC/IMAC/PC	
G8519BRQSCC	APPLE	EMAC/IMAC/PC	
G8519BSPSCC	APPLE	EMAC/IMAC/PC	
G85198UNSCC	APPLE	EMAC/IMAC/PC	
G86260FHTKG	APPLE	EMAC/IMAC/PC	
G8519BTJSCC	APPLE	EMAC/IMAC/PC	
G84358CSR93	APPLE	EMAC/IMAC/PC	
G84378KXRBE	APPLE	EMAC/IMAC/PC	
G84378FAR93	APPLE	EMAC/IMAC/PC	
G832462APQL	APPLE	EMAC/IMAC/PC	
G85198UUSCC	APPLE	EMAC/IMAC/PC	
G84358CQR93	APPLE	EMAC/IMAC/PC	
G84378LKRBE	APPLE	EMAC/IMAC/PC	
G84378L5RBE	APPLE	EMAC/IMAC/PC	
G832468ZPQL	APPLE	EMAC/IMAC/PC	
YM3486J0PPB	APPLE	EMAC/IMAC/PC	
G832464UPQL	APPLE	EMAC/IMAC/PC	
G83246ACPQL	APPLE	EMAC/IMAC/PC	
G832465XPQL	APPLE	EMAC/IMAC/PC	
YM3486DRPPB	APPLE	EMAC/IMAC/PC	
G8519BT4SCC	APPLE	EMAC/IMAC/PC	
G8519BTASCC	APPLE	EMAC/IMAC/PC	
G85198FYSCC	APPLE	EMAC/IMAC/PC	
G85198VCSCC	APPLE	EMAC/IMAC/PC	QTY. 50
668W5H1	DELL	DESKTOP W/MONITOR	
BNXWK91	DELL	DESKTOP W/MONITOR	

Exhibit B

BJRCDF1	DELL	DESKTOP W/MONITOR	
1ZZ2YG1	DELL	DESKTOP W/MONITOR	
838W5H1	DELL	DESKTOP W/MONITOR	
BFJJCH1	DELL	DESKTOP W/MONITOR	
G8PDCF1	DELL	DESKTOP W/MONITOR	
FZCLCH1	DELL	DESKTOP W/MONITOR	
31DLCH1	DELL	DESKTOP W/MONITOR	
BM26NF1	DELL	DESKTOP W/MONITOR	
7HXL3H1	DELL	DESKTOP W/MONITOR	
D38W5H1	DELL	DESKTOP W/MONITOR	QTY. 12
7000098	LEXMARK	PRINTER/COPIER	
991WZ7C	LEXMARK	PRINTER	
7902PH9	LEXMARK	PRINTER	
9923KLK	LEXMARK	PRINTER	
01991201718	PANASONIC	FAX	QTY. 5

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

Valerie S. Wanza, Ph.D.
Chief Officer

Telephone: 754-321-3838

Facsimile: 754-321-3886

May 23, 2016

TO: Patrick Reilly
Chief Auditor

FROM: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE –
BANYAN ELEMENTARY SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2015-16 property and inventory audit for Banyan 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 individuals are identified to assist with asset management and receive the proper 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. Additionally, the cadre director will review the semi-annual inventories and provide the appropriate feedback to the principal.
- The cadre director will review the school's progress in this area during his regularly scheduled school visits.
- Another school that has demonstrated accuracy and efficiency in this area will be identified to work with this principal to share best practices in asset management.

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/MS:ca

cc: Mark Strauss, School Performance & Accountability Director
Dr. Eric Miller, Principal, Banyan Elementary School



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

BANYAN ELEMENTARY SCHOOL
Dr. Eric T. Miller, Principal
Mrs. Mayra Hernandez, Intern Principal
8800 N.W. 50th Street
Sunrise, Florida 33351
754-322-5350

SCHOOL BOARD

Chair DR. ROSALIND OSGOOD
Vice Chair ABBY M. FREEDMAN

ROBIN BARILEMAN
HEATHER BRINKWORTH
PATRICIA GOOD
DONNA P. KORN
LAURIE RICH LEVINSON
ANN MURRY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

May 17, 2016

TO: Dr. Valerie Wanza, Chief
Office of School Performance and Accountability

FROM: Dr. Eric Miller, Principal *E. Miller*
Banyan Elementary

SUBJECT: 2015-16 PROPERTY AND INVENTORY AUDIT CORRECTIVE ACTION PLAN

Per the **2015-16 Property and Inventory Audit Findings**. The principal will enforce the following:

- The Principal will register the designated property team member(s) for the Inventory Process & Tips training offered by the Information & Technology Department. In addition, the Principal will review Business Practice Bulletin 0-100 Procedure for Property and Inventory Control with the designated property team members (s) to ensure compliance with all procedures.
- The Principal will make sure that semi-annual inventories are conducted to ensure that the District's property records are accurately maintained and updated. This will include the high-risk property items maintained within a secondary database established by the school.
- The Principal will make sure that all recorded assets are documented at the time of removal utilizing the prescribed School Board approved 3290A Surplus Declaration Form. The school's property custodian will certify paperwork accuracy prior to the request for removal of equipment by the approved WSD or contracted vendor.
- The Principal will make sure that the school's property custodian completes a 3290A Surplus/Transfer Declaration Form when tangible school property is identified as salvageable equipment. A copy of the 3290A Surplus/Transfer Declaration Form will be kept at Banyan Elementary for our records. The original will be forwarded along with adequate explanation/documentation for surplussing to the Manager, Material Logistics at WSD. Within 72 hours after submitting the 3290A Surplus/Transfer Declaration Form, the school's property custodian will make sure that the "Scanned Asset List" provided to the school matches the original 3290A form sent to WSD. If discrepancies are found, the school will contact the Material Logistics Manager at WSD to address the discrepancies.

School Name: Coconut Creek Elementary 1421

Principal: Katherine Good

Address: 500 NW 45th Avenue
Coconut Creek, FL 33066

Total Number of Items in Inventory:	455
Total Dollar Cost of Items in Inventory:	\$696,178
Total Number of Items Unaccounted for:	5
Total Dollar Cost of Items Unaccounted for:	\$7,218
Total Net Value of Items Unaccounted for:	\$0
Percentage of Dollar Cost of Items Unaccounted for:	1.0%

Finding

As a result of the property and inventory audit, it was determined that some controls over inventory and fixed assets do not meet the District's policies and procedures. A review of all property and inventory was performed. Of the 455 assets recorded at the school, five (5) items are unaccounted for.

The school initially had fifteen (15) pieces of equipment unaccounted for when the Inventory Audit Specialist (IAS) met with the Principal to discuss the findings during the exit meeting. The Principal was given 30 days to locate any unaccounted for equipment. An administrative memo should have been sent to the IAS so that a revisit could be scheduled to physically verify any equipment found by the school during the 30 days. The Principal did not provide an administrative memo; however, an informal email from the Micro-Technology Specialist was received indicating that a completed audit report was attached to the email in addition to the invoices required for all New/Found equipment valued over \$1,000.

During the revisit, it was discovered that one wax applicator machine was thrown out after the school deemed it no longer operable; three laptops were still unaccounted for and a laptop that was originally listed on a 3290A Surplus Declaration Transfer form was removed/crossed-out by the Principal. (See Exhibit C- page 3). There were several lines on the 3290A Surplus Declaration Transfer form that were incomplete and did not meet the District's guidelines. At this point, the Principal requested additional time (beyond the 30 days) to research the missing laptops; however, the laptops could not be located even after granting the school additional time.

(Coconut Creek Elementary 1421 continued)

Proper procedures for purchasing tangible personal property by the school were not followed. (See Exhibit D) Eight (8) items located at the school did not appear in the Master File of Assets because they were purchased as bundles and were added to the list of assets as New/Found equipment. When ordering tangible personal property, the school is prohibited from purchasing items in lots, bundles, or attached lists. In order to accurately account for each property item electronically, tangible personal property must be ordered on unique lines of a requisition and the appropriate delivery address should be noted.

Non-compliance with policies and procedures of fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets. No records were provided to the Office of the Chief Auditor to confirm that the school was conducting semi-annual property and inventory audits. For these reasons, the school displayed weaknesses in the controls to safeguard fixed assets.

Recommendation

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

- All locations must take appropriate measures to ensure the safekeeping of all tangible personal property.
- At a minimum, semi-annual inventories should be conducted to ensure the District's property records are accurately maintained and updated. This includes the high-risk property items maintained within the secondary database established by the location.
- The location should complete a 3290A Surplus Declaration Transfer form when tangible personal property is identified as salvageable equipment.
- The 3290A Surplus Declaration Transfer form must list the BPI Number, serial number, model number, and equipment description for each property item being surplus. The 3290A Surplus Declaration Transfer form must

(Coconut Creek Elementary 1421 continued)

then be signed and dated by the property custodian. The original should be forwarded along with adequate explanation/documentation for surplussing to the Manager, Material Logistics at Warehousing Services.

- All non-consumable tangible personal property with a unit value of \$1,000 or greater must be ordered through the District's Purchasing system utilizing appropriate coding. When ordering tangible personal property, locations are prohibited from purchasing items in lots, bundles, or attached lists. When tangible personal property is received on-line, the individual must process the goods receipt for each item separately and record the unique serial number for each property item within the system. (See Exhibit E – BPB O-100: Procedures for Property & Inventory Control: 1A)
- For any New/Found tangible personal property with a historical cost/estimated value of \$1,000 or more, the school must forward a 03290 Equipment Acquisition Form signed by the property custodian with invoices or supported estimated values authorizing Accounting and Financial Reporting – Capital Assets to add these property items to the Master File database.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
The Office of the Chief Auditor
Property Division
2015-16

Items not accounted for : **Coconut Creek Elementary 1421**

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST
1 09-07801	DELL LAPTOP	\$ 1,491.00
2 05LA11080	APPLE-REFRESH LAPTOP	\$ 1,395.62
3 05LA11103	APPLE-REFRESH LAPTOP	\$ 1,395.62
4 05-83013	APPLE, IBOOK G4 W/ CD-	\$ 1,455.03
5 A03-03959	WAX APPLICATOR	\$ 1,481.10

Total Historical Cost of Property unaccounted for as of March 30, 2016 \$ 7,218.37

[1]Total Accumulated Depreciation as of March 30, 2016 \$ 7,218.37

Net Value of Property considered to be unaccounted for as of March 30, 2016 \$ -

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

Exhibit C

The School Board of Broward County, Florida
Capital Assets Activity form
Surplus Declaration Transfer

BOARD APPROVED

4-16-15 TB 23390

1 OF 4 PAGES

- *SURPLUS (Principal / Director authorization signature required)
- TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

Submit Surplus / Transfer Form to B-stock

Removal Assistance Required YES NO

Issuing Location #: 1421
 Location Name: Coconut Creek Elementary
 Contact Name: Allison Kelly
 Phone #: 754-322-5800

Receiving Location #: B STOCK
 Location Name: Materials Logistics
 Contact Name: Kent Jerding
 Phone #: 754-321-2862

1443-18
 9 466.00
 1466.00
 1466.00
 2499.00
 NF
 NF
 NF
 NF

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
02-82748 ✓			iMac G4 Flat Panel LCD	X	X
	CJ04202		Image Maker 2000	X	X
01-07701 ✓	2503682		Lexmark M410 Printer	X	X
01-07713 ✓	0070005		Lexmark M410 Printer	X	X
01-07710 ✓	0070202		Lexmark M410 Printer	X	X
02-16498 ✓			Lexmark T520 Ptiner	X	X
05-50089 ✓			Lexmark T630 Printer	X	X
01-07588 ✓			G3 Apple Powerbook, Bronze	X	X
	001396		Prolynx Power Box	X	X
78-08472 ✓			Thermo Fax Transparency Maker	X	X

Equipment Transfer / Surplus Approved by: Katlynn Good Date: 10 / 13 / 14 Released by: Allison Kelly, Microcomputer Tech Date: 1/21/2015
 Principal / Director (per Policy 3204)

Receipt of Transfer Acknowledged by: _____ Date: ___ / ___ / ___
 Principal / Director (per Policy 3204)

Item(s) Delivered by: _____ Date: ___ / ___ / ___
 Please Print Name, Title

Form 3290A Rev. 07/08

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

RECEIVED
 ACCOUNTING & FINANCIAL REPORTING DEPARTMENT
 2015 JAN 30 PM 3:52
 THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

COMPLETED
 PNI 560
 Date _____
 Initials LW

260x

The School Board of Broward County, Florida
 Capital Assets Activity form
 Surplus Declaration Transfer

- *SURPLUS (Principal / Director authorization signature required)
 TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

Submit Surplus / Transfer Form to B-stock

Removal Assistance Required YES NO

Issuing Location #: 1421
 Location Name: Coconut Creek Elementary
 Contact Name: Allison Kelly
 Phone #: 754-322-5800

Receiving Location #: B STOCK
 Location Name: Materials Logistics
 Contact Name: Kent Jerding
 Phone #: 754-321-2862

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
✓ NF 2074514			SONY DVD PLAYER	X	X
1100-25 ✓ NF 03-22477			Apple e-Mac Desktop	X	X
1100-25 ✓ NF 03-22478			Apple e-Mac Desktop	X	X
1100-25 ✓ NF 03-22482			Apple e-Mac Desktop	X	X
1100-25 ✓ NF 03-22486			Apple e-Mac Desktop	X	X
1100-25 ✓ NF 03-22487			Apple e-Mac Desktop	X	X
1100-25 ✓ NF 03-22492			Apple e-Mac Desktop	X	X
1818-57 ✓ 02-02476			iBook G3	X	X
1450-50 ✓ 05-46288			iBook G4	X	X
1450-50 ✓ 05-46302			iBook G4	X	X

Equipment Transfer / Surplus Approved by: Kelly Wood Date: 10 / 13 / 14 Released by: Allison Kelly, Microcomputer Tech Date: 1 / 21 / 2015
 Principal / Director (per Policy 3204) Please Print Name, Title

Receipt of Transfer Acknowledged by: _____ Date: ___ / ___ / ___
 Principal / Director (per Policy 3204)

Item(s) Delivered by: _____ Date: ___ / ___ / ___
 Please Print Name, Title

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

52

The School Board of Broward County, Florida
 Capital Assets Activity form
 Surplus Declaration Transfer

- *SURPLUS (Principal / Director authorization signature required)
- TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

Submit Surplus / Transfer Form to B-stock

Removal Assistance Required YES NO

Issuing Location #: 1421
 Location Name: Coconut Creek Elementary
 Contact Name: Allison Kelly
 Phone #: 754-322-5800

Receiving Location #: Materials Logistics
 Location Name: B-STOCK
 Contact Name: Kent Jerding
 Phone #: 754-321-2862

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
07-12814 ✓	W87072KKWH		Apple Desktop	X	X
07-12819 ✓	W87072FUWH5		Apple Desktop	X	X
✓ NF	N51381AAKPW		Apple Studio Display for Power Mac Tower	X	X
05-46307 ✓ NF	UV4502YZSCZ		G4 Apple Laptop	X	X
✓ NF	XL970404589		Art Waxer	X	X
01-02415 ✓	UV01822FHZT		G3 Apple Laptop	X	X
✓ NF	FX1201TODL		Cisco Aironet Access Point-Ceiling Mount	X	X
✓ NF	C023122/AKA		Citizen Printer Call Trace	X	X
02-08786 ✓	XB145003LUX		Power Mac G4 Apple	X	X
09-07861	9Z5GLHI		Dell Latitude E6400 Laptop ✓	X	X

1085.00
 1085.00
 53
 1456.50
 2020.00
 3379.99

Equipment Transfer / Surplus Approved by: Katlynn Good Date: 10 / 13 / 14 Released by: Allison Kelly, Microtechnology Special Date: 1 / 21 / 2015
 Principal / Director (per Policy 3204) Please Print Name, Title

Receipt of Transfer Acknowledged by: _____ Date: ___ / ___ / ___
 Principal / Director (per Policy 3204)

Item(s) Delivered by: _____ Date: ___ / ___ / ___
 Please Print Name, Title

* 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
 Capital Assets Activity form
 Surplus Declaration Transfer

*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

Submit Surplus / Transfer Form to B-stock

Removal Assistance Required YES NO

Issuing Location #: 1421
 Location Name: Coconut Creek Elementary
 Contact Name: Allison Kelly
 Phone #: 754-322-5800

Receiving Location #: B STOCK
 Location Name: MATERIALS LOGISTICS
 Contact Name: KENT JERDING
 Phone #:

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05-46308			iBook G4	X	X
	7081NWA346041 ✓		Zenith DVD/VHS combu		X
	0188606HG05467 ✓		Califone Player/Recorder		X
	1421-CD-2-07 ✓		Califone Player/Recorder		X
NF 93-31935	CS261GR172269 ✓		Mitsubishi TV		X
	Sh 23070546 ✓		Quasar TV		X
	170120231000872269 ✓		APEX TV C		X
	0201101RJO17397 ✓		Califone Player/Recorder		X
HC00510	1421-TR/CD-07-08 ✓		Califone Player/Recorder		X
	0188606HG06718 ✓		Califon Player/Recorder		X

145650

NF

54

Equipment Transfer / Surplus Approved by: Katey Good Date: ___/___/___ Released by: Allison Kelly Date: 10/13/14
 Principal / Director (per Policy 3204) Please Print Name, Title

Receipt of Transfer Acknowledged by: _____ Date: ___/___/___
 Principal / Director (per Policy 3204)

Item(s) Delivered by: _____ Date: ___/___/___
 Please Print Name, Title

B-Stock Transfer

Date Created: 1/14/2015

Date Closed:

Transfer # 23390

Number of 3290A Attachments: 4 C

Cafeteria #

Number of Other Attachments: 1

Issuing Location 1421
 Coconut Creek Elementary
 500 NW 45 Ave
 Coconut Creek, FL 33066
 Phone/Fax: (754)322-5800 / (754)322-5840

Receiving Location 9613B
 B-Stock Warehouse
 6501 NW 15th Ave
 Fort Lauderdale, FL 33309
 Phone/Fax: (754)321-2850 / (754)321-2886

CORRECTED
Rammy Walker
01/21/15

Contact: Liz Hirschman

Contact: B-Stock

Check if unable to complete Reason:

--	--

Line #	BPI #	Serial #	Qty Item Description	Status
1			2 Surplus Computer/Technology Box	Inc <input checked="" type="checkbox"/>
2			31 Miscellaneous Technology Items-See Attached 3290A Forms	Inc <input checked="" type="checkbox"/>
3			23 Miscellaneous AV Equipment-See Attached 3290A Forms	Inc <input checked="" type="checkbox"/>

Inc
 Inc
 Inc

Completed By Surplus Warehouse
 Date: 1/22/15
 Initials: K.J.

Completed! 01/21/15

Corrected 3290A Amount w/ (C) Forms. *Kent Jerding*
Principal 1/21/15

Requested By: Liz Hirschman

Released By: *Liz Hirschman* *Liz Hirschman* Date: *1/21/15*

Received By: *Rammy Walker* Date: *01/21/15*

Delivered By:

Originator: Kent Jerding

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

Standard PO 4511023571 Created by LINDA C VONBRETZEL

Document Overview On | Print Preview | Messages | Personal Setting

Standard PO 4511023571 Vendor 106191 APPLE COMPUTER INC Doc. date 02/22/2011

Header

S...	Item	A	I	Material	Short Text	PO Quantity	U...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matr Group	Pint	Stor. Location
	1	K		BG351LL/B Apple iPod L...		2	EA	D	02/11/2011	5,999.00	USD	1	EA	E 204	Schools and Admin..	Coconut Creek...

Quote provided by Apple.
 Description of equipment:
 Apple iPod Learning Lab - Lab bundle contains
 1 Powersync Cart, 20 iPod touch 8GB.
 Each lab bundle cost \$5,999; the individual
 pricing was not provided by the vendor for each
 lab component.

Add Planning

Item [1] BG351LL/B Apple iPod Learning Lab

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Delivery ...

Sh. Text	MvT	Material Document	Item	Posting Date	Σ Quantity	Delivery cost quantity	OUn	Σ Amount in LC	L.cur	Σ Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Σ
WE	101	5000208319	1	03/28/2011	1	0	EA	5,999.00	USD	1	0	EA	5,9
WE	101	5000208317	1	03/28/2011	1	0	EA	5,999.00	USD	1	0	EA	5,9
Tr./Ev. Goods receipt					2		EA	11,998.00	USD	2		EA	11,9
RE-L		5400679829	1	03/29/2011	2	0	EA	11,998.00	USD	2	0	EA	11,9
Tr./Ev. Invoice receipt					2		EA	11,998.00	USD	2		EA	11,9

Apple Inc. Education Price Quote

Customer:	marcia fay BROWARD COUNTY PUBLIC SCHOOLS phone email	Apple, Inc:	Jon Ricketts 12545 Riata Vista Circle MS: 198-3IES Austin, TX 78727-6524 ph 866/845-2999 fax ricketts@apple.com email
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Apple Quote: W71281593
 Quote Date: 28-JAN-2011
 Quote Valid Until: 27-FEB-2011

Quote Comments:

No charge for standard shipping. Purchase orders may be faxed to 866-845-2999. School credit card orders may be placed by calling 1-800-800-2775, Option #4.

1	8G351LL/B Apple iPod Learning Lab Lab bundle contains 1 Powersync Cart 20 iPod touch 8GB	2	5,999.00	11,998.00
			Edu List Price Total	11,998.00
			eWaste Fee / Recycling Fee	0.00

Extended Total Price* **11,998.00**

**In most cases Extended discounted Total price does not include Sales Tax
If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Completing your order is easy:

- *Reference Apple Quote number W71281593 on your Purchase Order
- *Fax a copy of this quote along with your Purchase Order to 866/845-2999:

Apple, Inc.
 12545 Riata Vista Circle
 MS: 198-3IES
 Austin, TX 78727-6524

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE [CLICK HERE TO APPLY FOR A CONTRACT](#).
- B. IF YOU USE YOUR FORM OF PURCHASE ORDER TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE.
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 27-FEB-2011 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE. APPLE MAY MODIFY ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF THIS QUOTE CONTAINS A TYPOGRAPHIC OR OTHER ERROR.

SEA #

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Document rev 9.5

Date of last revision -19 May 2010

BPB O-100: Procedures for Property & Inventory Control - EXHIBIT 1A

PROCUREMENT 201

Instructions for purchasing and receiving can be found in the Procurement 201 manual in the ERP website:

- 1) Go to <http://www.broward.k12.fl.us/erp/>
- 2) Click on ERP Training & Calendar and select On Line Library.
- 3) Click on Download to view the Procurement 201 manual.
- 4) For support, contact the I&T Service Desk at 754-321-0411.

ENTERPRISE RESOURCE PLANNING DEPARTMENT
BROWARD COUNTY PUBLIC SCHOOLS - INFORMATION & TECHNOLOGY

ERP Home	ESS Support	Computer Support	ERP Training & Calendar	Departments
ERP Budget	ERP Finance	ERP HR	Calendar	ERP Procurement
			On Line Library	

VIRTUAL ERP ONLINE SIMULATOR
[CLICK HERE](#)

File Type	Download	File Name: ERP Online Training Library PDF Documents	Function Area
	Download	SAP User Access Form	
	Download	Basic Navigation in SAP	Navigation
	Download	Budget Processes 201	Budget
	Download	Chart of Accounts Training Manual	Chart of Accounts
	Download	ESS Manual	ESS
	Download	Human Resource Action Processor Manual (HRAP)	HR
	Download	MSS Adm Approver	MSS
	Download	Procurement 201	Procurement
	Download	Reports for HR and Time Management	HR
	Download	Time Recording & Compensation Training Manual 06/2014	Payroll

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

Valerie S. Wanza, Ph.D.
Chief Officer

Telephone: 754-321-3838

Facsimile: 754-321-3886

May 23, 2016

TO: Patrick Reilly
Chief Auditor

FROM: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE –
COCONUT CREEK ELEMENTARY SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2015-16 property and inventory audit for Coconut Creek 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 micro-technology specialist receives the proper training in this area and attend the monthly meetings that are facilitated by the Information Technology Division.
- 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. Additionally, the cadre director will review the school's inventory binder, room inventories and semi-annual site-based inventory audits. Appropriate feedback will be shared with the principal.
- The cadre director will review the school's progress in this area during his regularly scheduled school visits.
- Another school that has demonstrated accuracy and efficiency in this area will be identified to work with this principal to share best practices in asset management.

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/MS:ca

cc: Mark Strauss, School Performance & Accountability Director
Katherine Good, Principal, Coconut Creek Elementary School



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Coconut Creek Elementary
Katherine Good, Principal
500 NW 45th Avenue
Coconut Creek, FL 33066
754-322-5800 - Telephone
754-322-5840 - Facsimile

SCHOOL BOARD
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ANN MURRAY
NORA RUBPERT

ROBERT W. RUNCIE
Superintendent of Schools

DATE: May 19, 2016

TO: Dr. Valerie Wanza, Chief
Office of School Performance and Accountability

FROM: Katherine E. Good, Principal 

SUBJECT: 2015-2016 PROPERTY AND INVENTORY AUDIT RESPONSE

In examining the specific items listed in the report our processes were thoroughly reviewed and will be amended to improve effectiveness at the school. In addition to the recommendations noted in the audit report, the following procedures will be implemented to assure accuracy of our property and inventory and to avoid repeat finds in the future.

- The Micro-Tech has been assigned the responsibility of any and all records that pertain to any tangible items. Additionally, a binder will be compiled of the property inventory. The binder will be with all inventories and will be accessible in Room 107.
- Room lists will be posted in every classroom. The Administrator will sign off on the classroom inventory list.
- Administrators and Micro-Tech will monitor classrooms and lists on quarterly basis. If any items have been removed or sent to B-stock, the classroom list will indicate that information.
- The Micro Tech will audit all property and inventory by scanning all items in the school.
- The Micro-Tech will update the database of all items inventoried, which will include items under \$1000.00
- All teachers and custodians must go over their room inventory list to insure all items are correct on a bi-annual basis.

Please note the above measures are in addition to district policy for all property and inventory.

School Name: Eagle Point Elementary 3461

Principal: Christine de Zayas

Address: 100 Indian Trace
Weston, FL 33326

Total Number of Items in Inventory:	692
Total Dollar Cost of Items in Inventory:	\$865,194
Total Number of Items Unaccounted for:	7
Total Dollar Cost of Items Unaccounted for:	\$8,940
Total Net Value of Items Unaccounted for:	\$0
Percentage of Dollar Cost of Items Unaccounted for:	1.0%

Finding

As a result of the property and inventory audit, it was determined that some controls over inventory and fixed assets do not meet the District's policies and procedures. A review of property and inventory was performed and of the 692 assets recorded at the school, seven (7) items were unaccounted for. A thorough search was conducted by the school; however, the Principal states the equipment was surplus in November 2014 along with a large surplus pickup. The proper paperwork was not completed.

Non-compliance with policies and procedures of fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets. The school did not provide any records to the Office of the Chief Auditor to confirm that the school was conducting semi-annual property and inventory audits. The school displayed weaknesses in the controls to safeguard fixed assets.

Recommendation

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

(Eagle Point Elementary 3461 continued)

- At a minimum, semi-annual inventories should be conducted to ensure the District's property records are accurately maintained and updated. This includes the high-risk property items maintained within the secondary database established by the location.
- All tangible property including high risk, under value items such as iPads, tablets, laptops, desktops, printers, Promethean boards, cameras, audio/video equipment, custodial equipment and musical instruments must be maintained within a secondary, site-based tracking database. The property custodian will determine the format for the secondary, site-based tracking database.
- The location should complete a 3290A Surplus Declaration Transfer form when tangible personal property is identified as salvageable equipment. A copy of the 3290A Surplus Declaration Transfer form should be kept at the location for their records. The original should be forwarded along with adequate explanation/documentation for surplussing to the Manager, Material Logistics at Warehousing Services.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
The Office of the Chief Auditor
Property Division
2015-16

Items not accounted for : **Eagle Point Elementary 3461**

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST
1 09-03005	APPLE, IMAC INTEL W/17" FLAT	\$ 1,154.00
2 06-81409	APPLE, IBOOK 12" G4	\$ 1,354.64
3 05LA24229	APPLE - REFRESH LAPTOP	\$ 1,395.62
4 05-22793	DELL, DESKTOP, P4 W/15" FLAT	\$ 1,154.00
5 05-22794	DELL, DESKTOP, P4 W/15" FLAT	\$ 1,154.00
6 05-22755	APPLE, IBOOK G4 W/CD-	\$ 1,531.50
7 01-11376	COMPUTER, MAC IMAC	\$ 1,195.86

Total Historical Cost of Property unaccounted for as of March 30, 2016 \$ 8,939.62

[1]Total Accumulated Depreciation as of March 30, 2016 \$ 8,939.62

Net Value of Property considered to be unaccounted for as of March 30, 2016 \$ -

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

Valerie S. Wanza, Ph.D.
Chief Officer

Telephone: 754-321-3838

Facsimile: 754-321-3886

May 27, 2016

TO: Patrick M. Reilly
Chief Auditor

FROM: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE –
EAGLE POINT ELEMENTARY SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2015-16 property and inventory audit for Eagle Point 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 that the remaining asset team management members receive the “Inventory Process & Tips” training.
- The cadre director will work with the principal to establish, execute and monitor property and inventory controls that include quarterly internal reviews and property and inventory updates that are consistent with District policies and business practice bulletins.
- The cadre director will ensure that a property database as well as a secondary site-based database are created, monitored and appropriately updated as part of the school’s quarterly internal review.
- The cadre director will monitor the school’s progress during her regularly scheduled school visits.

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/IC:ac

cc: Irene Cejka, School Performance & Accountability Director
Christine de Zayas, Principal, Eagle Point Elementary School



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA


EAGLE POINT ELEMENTARY
CHRISTINE DE ZAYAS, Principal
100 Indian Trace, Weston, FL 33326
Tel: (754) 323-5500 – Fax: (754) 323-5540

SCHOOL BOARD
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NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

May 19, 2016

TO: Valerie S. Wanza, Ph.D., Chief School Performance & Accountability Officer
FROM: Ms. Christine de Zayas, Principal, Eagle Point Elementary School 3461 
SUBJECT: Response Audit Report on Property Inventory – Fiscal Year 2015-16

A Property and Inventory Audit was completed at Eagle Point Elementary School in November 2015. Seven (7) items were unaccounted for totaling 1.0% of our total inventory. Based on our site-based investigation of our 692 total items, we strongly believe the 7 unaccounted items were included in a large, B-Stock pickup; however, they were not noted on the 3290A Surplus/Transfer Form. A corrective action plan has been created to ensure this does not occur again on the future.

The Corrective Action Plan is as follows:

- Designated Property Team members have already attended the “Inventory Process & Tips” training. The remaining members of the team will register upon the course opening.
- The Principal reviewed the Practice Bulletin O-100 “Procedure for Property and Inventory Control” with the designated Property Team members. Monthly school operational meetings now include formal updates and procedural reviews of the property and inventory process, including but not limited to; current quarterly inventory updates, PNI updates, continuous checks and balances within the inventory process and B-Stock updates.
- Quarterly technology audits will be conducted of the property database and secondary, site-based tracking database.
- All high risk, undervalued items are inventoried within the secondary, site-based database which will be inventoried quarterly.

As the Principal of Eagle Point Elementary, I take full responsibility for any and all property that is on my campus and understand that I am solely accountable for my property and inventory. Implementing this plan will ensure that all equipment is accounted for and the appropriate procedures are followed.

Cc: Irene Cejka, Director
Office of School Performance and Accountability

School Name: **Ramblewood Middle 2711**

Principal: **Cory Smith**

Address: **8505 West Atlantic Blvd.
Coral Springs, FL 33071**

Total Number of Items in Inventory:	788
Total Dollar Cost of Items in Inventory:	\$925,382
Total Number of Items Unaccounted for:	11
Total Dollar Cost of Items Unaccounted for:	\$14,406
Total Net Value of Items Unaccounted for:	\$0
Percentage of Dollar Cost of Items Unaccounted for:	1.6%

Finding

As a result of the property and inventory audit, it was determined that some controls over inventory and fixed assets do not meet the District's policies and procedures.

A review of property and inventory was performed and of the 788 assets recorded at the school, eleven (11) items were unaccounted for. The school filed an incident report (01-15-007929) during the audit cycle indicating the unaccounted for equipment was stolen. The incident report also states that the equipment was going to be salvaged by the District; however, there are no records of the items being picked up by Warehousing Services.

Non-compliance with policies and procedures for fixed assets leaves the District vulnerable to undetected employee errors, theft, or misuse of assets. The department displayed weaknesses in the controls to safeguard fixed assets.

Recommendation

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

(Ramblewood Middle 2711 continued)

- All locations must take appropriate measures to ensure the safekeeping of all tangible personal property. This includes securing all high-risk equipment during hours of non-operation.
- At a minimum, semi-annual inventory audits should be conducted to ensure the District's property records are accurately maintained and updated. This includes the high-risk property items maintained within the secondary database established by the location.
- In the event of theft or vandalism, the property custodian should report the loss to the Broward District Schools Police Department and the local authorities at the time of the incident. This should be completed within **two** (2) business days from when the incident is known.
- All recorded assets are to be documented at the time of removal utilizing the prescribed School Board approved 3290A Surplus Declaration Transfer form. The property custodian must certify paperwork accuracy prior to the request for removal by the approved Warehousing Services or contracted vendor.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
The Office of the Chief Auditor
Property Division
2015-16

Items not accounted for : **Ramblewood Middle 2711**

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST
1 08-09966	DELL LAT D520 T5600	\$ 1,398.00
2 06-10246	DELL , DESKTOP, P4 W/17" FLAT	\$ 1,098.00
3 06-06238	APPLE DESKTOP EMAC G4 17" FLAT	\$ 1,100.00
4 06-03804	DELL DESKTOP PENTIUM 17"	\$ 1,098.00
5 05LA18198	APPLE-REFRESH LAPTOP	\$ 1,395.62
6 05-38899	APPLE, IBOOK G4	\$ 1,721.50
7 03-14466	COMPUTER, DELL WS340	\$ 1,879.00
8 99-23606	TELEVISION, RECIEVER/MONITOR	\$ 1,313.76
9	COMPUTER, LAPTOP APPLE IBOOK G4(SER# UV341DW1PGZ)	\$ 1,452.02
10	COMPUTER, DELL GX280 DESKTOP (SER# 18RTL71)	\$ 975.00
11	COMPUTER, DELL GX280 DESKTOP (SER# 48RTL71	\$ 975.00

Total Historical Cost of Property unaccounted for as of March 21, 2016 \$ 14,405.90

[1]Total Accumulated Depreciation as of March 21, 2016 \$ 14,405.90

Net Value of Property considered to be unaccounted for as of March 21, 2016 \$ -

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

Valerie S. Wanza, Ph.D.
Chief Officer

Telephone: 754-321-3838

Facsimile: 754-321-3886

May 6, 2016

TO: Patrick Reilly
Chief Auditor

FROM: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE –
RAMBLEWOOD MIDDLE SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2015-16 property and inventory audit for Ramblewood Middle 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 designated property and inventory team receive the appropriate training and support related to asset management.
- The cadre director will work with the principal to ensure the school has an established property and inventory team that meets regularly to review the school's compliance with District policies and business practice bulletins related to property and inventory controls.
- The cadre director will monitor the school's quarterly site-based audits to ensure the District's property records and the school's property and inventory local database are accurately maintained.
- The cadre director will include a review of the property and inventory protocols in her regularly scheduled site visits 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/CS:ct

cc: Christine Semisch, School Performance & Accountability Director
Cory Smith, Principal, Ramblewood Middle School



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

RAMBLEWOOD MIDDLE SCHOOL

Cory Ann Smith, Principal
8505 W. Atlantic Blvd., Coral Springs, FL 33071
754-322-4300 754-322-4388 Fax
Cory.Smith@browardschools.com

SCHOOL BOARD

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NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

May 2, 2016

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

FROM: Cory Ann Smith, Principal, Ramblewood Middle School 

SUBJECT: **Response to Audit Report on Property Inventory Fiscal Year 2015-2016**

A Property and Inventory Audit was completed at Ramblewood Middle School on 11/26/2015. Eleven (11) items were unaccounted for, totaling 1.6% of our total inventory. These items were on a palette to be picked up by B-Stock and were stored in a “garage” area of the school. While there was a pick-up made from B-Stock, we were unable to determine if these items were collected because they were not on the paperwork. A corrective action plan has been created to ensure this does not happen again in the future.

The Corrective Action Plan is as follows:

- Rooms 181a and 181b have been rekeyed with a “High Level” locking system per the Broward County Schools Locksmith. These rooms will be used to house items that will be B-Stocked.
- Quarterly audits will be conducted to ensure the District’s property records and our local P & I database are accurately maintained.
- In the event of theft or vandalism, the P & I Liaison will report the loss to the Broward District Schools Police Department, local authorities, and Capital Assets within 48 hours.
- Designated Property Team members will attend “Inventory Process & Tips” training offered by the Information Technology Department.
- The Principal will review the Business Practice Bulletin O-100 “Procedure for Property and Inventory Control with the designated Property Team members.
- Technology not under warranty and non-repairable will be B-Stocked ASAP.

Implementing this plan will ensure that all equipment is accounted for and the appropriate procedures are followed.

cc: Christine Semisch, Director
Office of School Performance and Accountability

School Name: Boyd H. Anderson High School 1741

Principal: Angel Almanzar

Address: 3050 NW 41 Street
Lauderdale Lakes, FL 33309

Total Number of Items in Inventory:	1,032
Total Dollar Cost of Items in Inventory:	\$1,540,494
Total Number of Items Unaccounted for:	29
Total Dollar Cost of Items Unaccounted for:	\$43,560
Total Net Value of Items Unaccounted for:	\$4,086
Percentage of Dollar Cost of Items Unaccounted for:	2.8%

Finding

As a result of the property and inventory audit, it was determined that some controls over inventory and fixed assets do not meet the District's policies and procedures.

A review of property and inventory was performed and of the equipment entrusted to the property custodian of Boyd H. Anderson High School, 29 pieces of equipment are unaccounted for. On several occasions, police reports were filed as a result of the school's inability to locate equipment. The equipment was reported missing/lost/stolen after the school conducted semi-annual property and inventory self audits. Although the school was performing semi-annual inventories as required by Business Practice Bulletin (BPB) O-100, the internal controls to prevent the loss of equipment should be strengthened. Several pieces of equipment that were reported missing/lost/stolen were accounted for during this audit by the Inventory Audit Specialist. The District provides procedures within the BPB O-100 for monitoring and safeguarding all equipment entrusted to schools/departments. More stringent internal controls are needed to better safeguard equipment entrusted to the school.

Warehousing Services collected multiple Gaylord boxes that were filled with equipment deemed surplus by the school's property custodian. According to the paperwork provided by the school, two Sony DVCAM camcorders were thought to have been part of the surplus pickup on May 10, 2013, and as a result the equipment was removed from the Master File of Assets (PROP). During the 2013-14 physical inventory audit on May 13, 2014, the two Sony DVCAM camcorders were accounted for and labeled as "New/Found Items". The school did not process the appropriate paperwork to re-acquire the equipment nor new surplus paperwork to

(Boyd H. Anderson High School 1741 continued)

properly surplus the equipment. During the 2015-16 property and inventory audit, the equipment could not be accounted for. The Property Custodian is responsible for validating the accuracy of surplus paperwork and ensuring equipment deemed salvageable is removed from the school.

Non-compliance with policies and procedures for fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets. The school displayed weaknesses in the controls to safeguard fixed assets.

Recommendation

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

- All locations must take appropriate measures to ensure the safekeeping of all tangible personal property.
- New internal control procedures for surplussing equipment should be developed to ensure that all equipment deemed salvageable is accurately documented and removed from the location during the scheduled pickup.
- All obsolete or damaged equipment should be stored in a secure location until it is picked up by Warehousing Services. Warehousing Services will issue the property custodian a work order certifying the removal of equipment from their location.
- In the event of theft or vandalism, the property custodian should report the loss to the Broward District Schools Police Department and the location authorities at the time of the incident. This should be completed within two business days from when the incident is known.

(Boyd H. Anderson High School 1741 continued)

- The 3290A Surplus Declaration Transfer form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being surplus. The 3290A Surplus Declaration Transfer form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplus the tangible personal property.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
The Office of the Chief Auditor
Property Division
2015-16

Items not accounted for : **Boyd H. Anderson High School 1741**

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST	
1	13-04786	APPLE IMAC INTEL W/21.5" LED-BACKLIT GLS	\$ 1,320.00
2	A12-81444	PRINTER, LEXMARK T640	\$ 1,198.00
3	12-02591	MACBOOK LAPTOP	\$ 1,037.30
4	A11-81476	PANASONIC, AVCCAM 3CCD	\$ 2,250.00
5	A11-81474	PANASONIC, AVCCAM 3CCD	\$ 2,250.00
6	11-00698	APPLE MACBOOK 2.26 GHZ 13.3" DISPLAY	\$ 1,330.25
7	09-81159	KING SOUSAPHONE/W CASE	\$ 3,890.19
8	08LA02178	APPLE MacBook 2.4 GHz; 2 GB RAM	\$ 2,769.81
9	08LA02100	APPLE MacBook 2.4 GHz; 2 GB RAM	\$ 2,769.81
10	08-00948	APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3"DI	\$ 1,499.00
11	07-13889	APPLE MACBOOK 2.0GHZ W/DVD+-RW 13.3"DISP	\$ 1,691.00
12	07-11125	DELL LAPTOP D620 W/CD-RW/DVD/14.1" DISPL	\$ 1,537.00
13	06-12142	COMPUTER, DELL	\$ 1,098.00
14	05LA13130	APPLE-Refresh Laptop	\$ 1,395.62
15	05LA13123	APPLE-Refresh Laptop	\$ 1,395.62
16	05LA13031	APPLE-Refresh Laptop	\$ 1,395.62
17	05-85762	DVCAM	\$ 1,900.00
18	05-85761	DVCAM	\$ 1,900.00
19	04-07902	APPLE, DESKTOP, EMAC G4 W/15" FLAT PANEL	\$ 1,485.05
20		Computer, ibook.Apple (2005 SERIAL# UV4340A0RAP)	\$ 1,239.00
21		Computer, Dell (SERIAL #: DZRYVK1)	\$ 959.59
22		Computer, Dell (SERIAL# B82WHL1)	\$ 957.13
23		Computer, Dell (SERIAL# 392WHL1)	\$ 957.13
24		Computer, Dell (SERIAL# G82WHL1)	\$ 957.13
25		Computer, Dell (SERIAL# C82WHL1)	\$ 957.13
26		Computer, Dell (SERIAL# 982WHL1)	\$ 957.13
27		Computer, Laptop Dell E5420 (SERIAL# 8PL96S1)	\$ 821.24
28		Computer, Laptop Dell E5420 (SERIAL# 8PKZ5S1)	\$ 821.24
29		Computer, Laptop Dell E5420 (SERIAL# 8PKV5S1)	\$ 821.24

Total Historical Cost of Property unaccounted for as of March 21, 2016	\$ 43,560.23
[1]Total Accumulated Depreciation as of March 21, 2016	\$ 39,474.12
Net Value of Property considered to be unaccounted for as of March 21, 2016	\$ 4,086.11

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

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**VALERIE S. WANZA, Ph.D.
CHIEF SCHOOL PERFORMANCE AND ACCOUNTABILITY OFFICER**

Telephone: 754-321-3838

Facsimile: 754-321-3886

April 21, 2016

TO: Patrick Reilly
Chief Auditor

FROM: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Office

SUBJECT: PROPERTY AND INVENTORY AUDIT RESPONSE-
BOYD ANDERSON HIGH SCHOOL

This correspondence acknowledges receipt and review of the findings from FY 2015-16 property and inventory audit for Boyd Anderson High 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 micro-technology specialist receives the appropriate training and support related to asset management.
- The cadre director will work with the principal to ensure the school has an established asset management team that meets regularly to review the school's compliance with District policies and business practice bulletin related to property and inventory controls, conduct regular site-based audits, and amend the school's property and inventory protocols as needed.
- The cadre director will work with the principal to ensure that internal control to safeguard equipment is followed and inventoried on a regular basis.
- The cadre director will include a review of the asset management protocols in his regularly scheduled site visits with the principal.

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

VSW/MJR:mag

cc: Michael J. Ramirez, School Performance & Accountability Director
Dr. Angel Almanzar, Principal, Boyd Anderson High School



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

BOYD H. ANDERSON HIGH SCHOOL
ANGEL ALMANZAR, Principal
3050 NW 41st Street
Lauderdale Lakes, FL 33309
Tel. 754-322-0200
Fax. 754-322-0330

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Superintendent of Schools

April 19, 2016

To: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

From: Angel Almanzar, Ed.D., Principal
Boyd H. Anderson High School

**Subject: Boyd Anderson High School Property & Inventory Audit Response
Fiscal Year 2015-16**

Submitted here is a response to the April 12, 2016 Property and Inventory Audit. Each item addressed in the audit memo was investigated and is addressed with the following explanation.

The 2015-2016-audit report indicates that a total of 29 items were not found. On February 22, 2015 during an in-house inventory the technology team found a total of 11 items missing. A possible explanation for these items not being accounted for is that in 2013-2014 the Boyd Anderson High School IT team sent a total of about 580 items to B-stock. During the same time the school's IT person resigned. On October of 2014 a new IT person was hired. Due to the changes and the large number of items sent to B-stock, it is believed that the school IT team did not appropriately track the missing items. The majority of the items sent to B-stock were old items. The audit report shows that the oldest missing item had a 2004 BPI year and the newest item had a 2008 BPI year. The missing items include a 2004 desktop computer, a 2006 projector, and two 2007 laptops. The whereabouts of the 11 items in the two attached police reports dated February 23, 2015 and July 23, 2015, to this date, are undetermined. These items contain BPI #: 13-04786; A12-81444; 12-02591; 11-00698; 09-81159; 08LA02178; 08LA02100; 07-11125; 05LA13123; 05-LA13031; 04-07902.

On July 23, 2015 during an internal inventory the school IT team found that three laptops were missing. These laptops were assigned to a laptop cart, which two teachers shared to help students pass the Biology EOC exam BPI# 07-13889; 08-00948; 05-LA13130. A police report was obtained for these items before the audit.

Internal Control to Safeguard Equipment

To improve the accountability of laptops assigned to teachers, the following process will continue to be implemented. Teachers will sign out the laptop carts from the IT person daily and return the carts with a tally sheet to account for every laptop. Additionally,

- 1) Teachers will require students to sign a log sheet, which includes: date, student name, student number, laptop number, teacher name, and teacher initials before returning the laptop to the card.
- 2) The teacher will individually collect each laptop from students before the end of class and verify the computer information on the log sheet and initial the log sheet.
- 3) If at the end of the class a computer is missing, the teacher will immediately notify security and the administrator.
- 4) During weekly walkthroughs administrators will inspect laptop carts inventory.
- 5) The IT person will continue to conduct quarterly school wide in-house inventory.

The 2015-2016-audit report also includes two Panasonic AVCCAM 3CCD cameras. These two items were B-stocked prior to the audit. The school submitted documentation to the auditor that the items were B-stocked, but at the time of the audit, Capital Assets had not yet removed the items.

During the 2013-2014 audit the two DVCAM cameras noted in the audit report were B-stocked and removed from the school inventory. These items did not appear in the PNI during the 2014-2015 school year. During the 2015-2016 audit the auditor indicated that the prior auditor listed the cameras as new-found items. However, the school IT team did not find these two items on campus and confirmed with B-stock that these items had been picked-up.

Additionally, out of eleven missing laptops, all except two cost under \$1000.00. These items serial numbers are: B82WHL1; 392WHL1; G82WHL1; C82WHL1; 982WHL1; 8PL96S1; 8PKZ5S1; 8PKV5S1; DZRYVK1 (BPI# 06-12142 and UV4340A0RAP – cost over \$1000.00). The last three items were Bstocked prior to the this audit.

In summary, I accept responsibility for any missing items and will continue to follow District policies and guidelines to ensure the accountability of the schools' Property and Inventory. The IT team will conduct four in-house yearly inventories. The laptop carts will continue to be secured in the IT office and will only be assigned to teachers who sign a computer tally sheet to account for every laptop.

Enclosures

Appendix A

Police Report

Missing Items that were reported to the police.

BPI Number	Description	Serial Number	FOUND
04-07902	APPLE, DESKTOP, EMAC G4 W/15" FLAT PANEL	QP3380K6PVK	BSO CASE # 04-1502-001686
06-09301	Projector, Ultra Light Multimedia	GWKG590030F	BSO CASE # 04-1502-001686
07-11125	DELL LAPTOP D620 W/CD-RW/DVD/14.1" DISPL	GDY66C1	BSO CASE # 04-1502-001686
07-13889	APPLE MACBOOK 2.0GHZ W/DVD+-RW 13.3"DISP	W87076Q2WGL	BSO CASE # 04-1507-001687
08-00948	APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3"DI	W8723C0FYA2	BSO CASE # 04-1507-001687
09-81159	KING SOUSAPHONE/W CASE	222921	BSO CASE # 04-1502-001686
11-00698	APPLE MACBOOK 2.26 GHZ 13.3" DISPLAY	450340FWGAY	BSO CASE # 04-1502-001686
12-02591	MACBOOK LAPTOP	4515004EGST	BSO CASE # 04-1502-001686
13-04786	APPLE IMAC INTEL W/21.5" LED-BACKLIT GLS	D25KF13FFYV	BSO CASE # 04-1502-001686
A12-81444	PRINTER, LEXMARK T640	792R90Z	BSO CASE # 04-1502-001686
05LA13031	Apple-Refresh Laptop	4H5328E1SEB	BSO CASE # 04-1502-001686
05LA13123	Apple-Refresh Laptop	4H532A7BSEB	BSO CASE # 04-1502-001686
05LA13130	Apple-Refresh Laptop	4H532AF9SEB	BSO CASE # 04-1507-001687
05LL02243	Lexmark Refresh Printer-T640n	7901GZM	BSO CASE # 04-1502-001686
08LA02100	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8129P10P1	BSO CASE # 04-1502-001686
08LA02178	Apple MacBook 2.4 GHz; 2 GB RAM	WQ8128R60P1	BSO CASE # 04-1502-001686

INCIDENT/INVESTIGATION REPORT

Agency Name Broward County Sheriff's Office	ORI 0061700	Case# 04-1502-001686
Location of Incident 3050 Nw 41st St, Lauderdale Lakes FL 33309-		Date / Time Reported 02/23/2015 14:33 Mon
Premise Type Victim Single Family		Last Known Secure 02/23/2015 14:33 Mon
Zone/Tract 0402		At Found 02/23/2015 14:33 Mon
#1 Crime Incident(s) Lost Property LOST	(Com) Weapon / Tools UNKNOWN	Activity
#2 Crime Incident	() Weapon / Tools	Activity
#3 Crime Incident	() Weapon / Tools	Activity

MO	# of Victims 1	Type: BUSINESS	Injury:	Domestic: N
VICTIM	Victim/Business Name (Last, First, Middle)	Victim of Crime #	DOB	Race
	BROWARD SCHOOL BD	L	Age	Sex
	Home Address	Relationship To Offender	Resident Status	Military Branch/Status
	3700 HIATUS RD, Sunrise, FL 33351-	N/A	N/A	
Employer Name/Address	Business Phone	Mobile Phone		
VYR	Make	Model	Style	Color
	Lic/Lis	VIN		

OTHERS	CODES: V- Victim (Denote V2, V3) O = Owner (if other than victim) R = Reporting Person (if other than victim)				
	Type: INDIVIDUAL (NOT A LE OFFICER)	Injury:			
	Code	Name (Last, First, Middle)	Victim of Crime #	DOB	Race
	RP	LEWIS, DWAYNE		Age 39	B M
Home Address	Relationship To Offender	Resident Status	Military Branch/Status		
3050 Nw 41st St Lauderdale Lakes, FL 33309					
Employer Name/Address	Business Phone	Mobile Phone			
Boyd Anderson High School, 3050 Nw 42st St (IT TECHNICIAN)					
Type:	Injury:				
Code	Name (Last, First, Middle)	Victim of Crime #	DOB	Race	
			Age	Sex	
Home Address	Relationship To Offender	Resident Status	Military Branch/Status		
Employer Name/Address	Business Phone	Mobile Phone			

PROPERTY	L = Lost S = Stolen R = Recovered D = Damaged Z = Seized B = Burned C = Counterfeit / Forged F = Found ("OJ" = Recovered for Other Jurisdiction)								
	VI #	Code	Status Frm/Td	Value	OJ	QTY	Property Description	Make/Model	Serial Number
	1	32	L	\$2,769.00		1	COMPUTER EQUIPMENT	APPLE MacBook	W381229P10P1 ✓
	1	32	L	\$2,769.00		1	APPLE MACBOOK 2.4 GHZ	APPLE MacBook	W38128R60P1 ✓
	1	32	L	\$1,395.00		1	COMPUTER EQUIPMENT	APPLE	4H5328E1SEB ✓
	1	33	L	\$1,198.00		1	OFFICE EQUIPMENT MISC' OFC' EQUIP'	LEXMARK	792R90Z 7901G2M ✓
	1	32	L	\$1,485.00		1	COMPUTER EQUIPMENT	APPLE Desktop	0P3380K6PVK ✓
	1	33	L	\$1,099.00		1	OFFICE EQUIPMENT MISC' OFC' EQUIP'	LEXMARK Printer	7901G2M ✓
	1	32	L	\$1,320.00		1	COMPUTER EQUIPMENT	APPLE IMAC	D25K113FFVY ✓
	1	33	L	\$3,890.00		1	OFFICE EQUIPMENT MISC' OFC' EQUIP'	SOUAPHONE	222921 ✓
	1	32	L	\$1,037.00		1	COMPUTER EQUIPMENT	MACBOOK	4515004EGST ✓
	1	32	L	\$1,537.00		1	COMPUTER EQUIPMENT	PROJECTOR	GWKG590030F ✓
1	32	L	\$1,395.00		1	COMPUTER EQUIPMENT	APPLE	4H532A7HSEB ✓	

Officer/ID#	DURAN, N. M. (3260, SRO) (17015)	Supervisor	DISKIN, J. P. (3270, PATR) (6213)
Invest ID#	DURAN, N. M. (3260, SRO) (17015)	Case Status	Active
Status	Complainant Signature	Case Disposition:	03/06/2015

INCIDENT/INVESTIGATION REPORT

By: BS15548, REC_17 09/19/2015 22:52

Broward County Sheriff's Office

Page 2

Case# 04-1502-001686

Status Codes L = Lost S = Stolen R = Recovered D = Damaged Z = Seized B = Burned C = Counterfeit / Forged F = Found

UCR	Status	Quantity	Type Measure	Suspected Type	Up to 3 types of activity

Assisting Officers

Suspect Hate / Bias Motivated:

INCIDENT/INVESTIGATION REPORT

Narr. (cont.) OCA: 04-1502-001686

Broward County Sheriff's Office

Page 2

NARRATIVE

REPORTING OFFICER NARRATIVE

Broward County Sheriff's Office

OCA <i>04-1502-001686</i>
Date / Time Reported <i>Mon 02/23/2015 14:33</i>

Victim
BROWARD SCHOOL BD

Offense
LOST PROPERTY

On February 23, 2015 at 14:33 hours the reportee Dwayne Lewis made contact with me in reference to electronically items that were misplaced or stolen. . The reportee stated as he was doing his inventory check he noticed several items were missing. The reportee advised he checked the entire school and was unable to locate the items.

According to the reportee it is protocol that if an item is needed an employee needs to sign out the item. The reportee further stated the previous database cannot be located. It is unknown at this time what the last technician did with the inventory list. The reportee also stated if an item is needed by another school, someone would have signed the item out as per protocol.

The reportee has been an employee at Boyd Anderson High school since October 25, 2014. He is in charge of the Information Technology department. The employee cannot locate the last audit. The reportee stated he does not know when the items were misplaced or stolen. There is no suspect information available. It is unknown at this time as to when the items were misplaced or stolen. The reportee was given a Broward Sheriff Office case number. The misplaced or stolen items were entered into the property section. The schools administration is aware of the incident.

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 04-1502-001686

1 Property Description APPLE MACBOOK 2.4 GHZ		Make APPLE		Model MACBOOK		Caliber	
Color	Serial No. WQ8128R60P1	Value \$2,769.00	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/23/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) Broward School Bd.			DOB	Age	Race	Sex	

Notes

2 Property Description COMPUTER EQUIPMENT		Make APPLE		Model		Caliber	
Color	Serial No. 4H5328E1SEB	Value \$1,395.00	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/23/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) Broward School Bd.			DOB	Age	Race	Sex	

Notes

3 Property Description OFFICE EQUIPMENT/MISC OFC EQP		Make LEXMARK		Model		Caliber	
Color	Serial No. 792R90Z	Value \$1,198.00	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/23/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) Broward School Bd.			DOB	Age	Race	Sex	

Notes

4 Property Description COMPUTER EQUIPMENT		Make APPLE		Model DESKTOP		Caliber	
Color	Serial No. QP3380K6PVK	Value \$1,485.00	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/23/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) Broward School Bd.			DOB	Age	Race	Sex	

Notes

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 04-1502-001686

5 Property Description COMPUTER EQUIPMENT		Make APPLE		Model MACBOOK		Caliber	
Color	Serial No. WQ81229P10P1	Value \$2,769.00	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/23/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) Broward School Bd.			DOB	Age	Race	Sex	

Notes

6 Property Description OFFICE EQUIPMENT/MISC OFC EQUP		Make LEXMARK		Model PRINTER		Caliber	
Color	Serial No. 7901GZM	Value \$1,099.00	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/23/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) Broward School Bd.			DOB	Age	Race	Sex	

Notes

7 Property Description COMPUTER EQUIPMENT		Make APPLE IMAC		Model		Caliber	
Color	Serial No. D25KF13FFYY	Value \$1,320.00	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/23/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) Broward School Bd.			DOB	Age	Race	Sex	

Notes

8 Property Description COMPUTER EQUIPMENT		Make MACBOOK		Model		Caliber	
Color	Serial No. 4515004EGST	Value \$1,037.00	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/23/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) Broward School Bd.			DOB	Age	Race	Sex	

Notes

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 04-1502-001686

9	Property Description OFFICE EQUIPMENT/MISC OFC EQUIP			Make SOUSAPHONE		Model		Caliber	
Color		Serial No. 222921		Value \$3,890.00		Qty 1.000		Unit	
Status Lost		Date 02/23/2015		NIC #		State #		Local #	
Name (Last, First, Middle) * No name *		DOB		Age		Race		Sex	

Notes

10	Property Description COMPUTER EQUIPMENT			Make PROJECTOR		Model		Caliber	
Color		Serial No. GWKG590030F		Value \$1,537.00		Qty 1.000		Unit	
Status Lost		Date 02/23/2015		NIC #		State #		Local #	
Name (Last, First, Middle) Broward School Bd.		DOB		Age		Race		Sex	

Notes

11	Property Description COMPUTER EQUIPMENT			Make APPLE		Model		Caliber	
Color		Serial No. 4H532A7BSEB		Value \$1,395.00		Qty 1.000		Unit	
Status Lost		Date 02/23/2015		NIC #		State #		Local #	
Name (Last, First, Middle) Broward School Bd.		DOB		Age		Race		Sex	

Notes

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 04-1502-001686

1 Property Description COMPUTER EQUIPMENT		Make APPLE		Model MAC BOOK		Caliber	
Color White	Serial No. WQ8129P10P1	Value \$2,769.00	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/12/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) School Board, Broward County			DOB //	Age	Race	Sex	

Notes

2 Property Description COMPUTER EQUIPMENT		Make DELL		Model LAPTOP		Caliber	
Color Dark Gray	Serial No. GDY66CI	Value \$1,537.00	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/15/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) School Board, Broward County			DOB //	Age	Race	Sex	

Notes

3 Property Description COMPUTER EQUIPMENT		Make APPLE		Model MACBOOK		Caliber	
Color White	Serial No. 450340FWGAY	Value \$1,330.25	Qty 1.000	Unit	Jurisdiction Locally		
Status Lost	Date 02/15/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) School Board, Broward County			DOB //	Age	Race	Sex	

Notes

CASE SUPPLEMENTAL REPORT

Printed: 09/24/2015 08:49

OCA: 041502001686

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

Investigator: *DURAN, N. M. (17015)*

Date / Time: *09/23/2015 14:24:28, Wednesday*

Supervisor: *HINTON, T. G. (11986)*

Supervisor Review Date / Time: *09/23/2015 14:52:32, Wednesday*

Contact:

Reference: *Follow Up*

The following two items in property were left off the original lost property report.

Investigator Signature: _____

INCIDENT/INVESTIGATION REPORT

INCIDENT DATE	Agency Name Broward County Sheriff's Office		Case# 04-1507-001687					
	ORI 0061700		Date / Time Reported 07/23/2015 13:20 Thu					
	Location of Incident 3050 Nw 41st St, Lauderdale Lakes FL 33309-		Premise Type School / University	Zone/Tract 0402	Last Known Secure 11/01/2014 12:00 Sat			
			At Found 07/23/2015 11:00 Thu		Activity			
MO	#1	Crime Incident(s) Theft - All Other THFO	(Com)	Weapon / Tools UNKNOWN	Activity			
	#2	Crime Incident	()	Weapon / Tools	Activity			
	#3	Crime Incident	()	Weapon / Tools	Activity			
MO ALARM/BY PASSED, ACCOMPLICES/UNKNOWN								
VICTIM	# of Victims / Type: BUSINESS		Injury: Domestic: N					
	Victim/Business Name (Last, First, Middle) BOYD ANDERSON HIGH SCHL		Victim of Crime # 1	DOB Age	Race Sex Relationship To Offender 00			
	Home Address 3050 NW 41ST ST, Lauderdale Lakes, FL 33309-			Home Phone 754-322-0200				
	Employer Name/Address			Business Phone	Mobile Phone			
OTHERS	VYR	Make	Model	Style	Color			
	Lic/Lis		VIN					
	CODES: V- Victim (Denote V2, V3) O = Owner (if other than victim) R = Reporting Person (if other than victim)							
	Type: INDIVIDUAL (NOT A LE OFFICER)							
INVOLE	Code	Name (Last, First, Middle) LEWIS, DWAYNE ST GARIA		Victim of Crime #	DOB Age			
	Home Address		Relationship To Offender		Resident Status Resident			
	Employer Name/Address Boyd Anderson Highschool, 3050 Nw 41st St (MICRO TECH)			Business Phone 754-322-0200	Mobile Phone			
	Type: Injury:							
PROPERTY	Code	Name (Last, First, Middle)		Victim of Crime #	DOB Age			
	Home Address			Relationship To Offender		Resident Status		
	Employer Name/Address			Business Phone	Mobile Phone			
	Type: Injury:							
L = Lost S = Stolen R = Recovered D = Damaged Z = Seized B = Burned C = Counterfeit / Forged F = Found ("OJ" = Recovered for Other Jurisdiction)								
VI #	Code	Status Frm/Td	Value	OJ	QTY	Property Description	Make/Model	Serial Number
1	32	S	\$1,691.00		1	APPLE MACBOOK	APPLE Macbook	W87076Q2WGL ✓
1	32	S.R	\$1,499.00		1	APPLE MACBOOK	APPLE Macbook	W8723C0FYA2 ✓
1	32	R	\$1,499.00		1	APPLE MACBOOK	APPLE Macbook	W8723C0FYA2 ✓
1	32	S	\$1,395.62		1	APPLE MACBOOK	APPLE Macbook	W1532AF9SEB ✓
Officer/ID#		SMITH, R. J. (3270, PATR) (10650)		Outstanding Stolen Val [Total Stolen]: \$3,086.62 [\$4,585.62]. Tot Rec Val: \$1,499.00				
Invest ID#		JOHNSON, N. (3260, PROP) (16911)		Supervisor ZINGLO, J. (3270, PATR) (7862)				
Status	Complainant Signature		Case Status Inactive	Case Disposition:	Page 1			

REPORTING OFFICER NARRATIVE

Broward County Sheriff's Office

OCA <i>04-1507-001687</i>
Date / Time Reported <i>Thu 07/23/2015 13:20</i>

Victim
BOYD ANDERSON HIGH SCHL

Offense
THEFT - ALL OTHER

On July 23, 2015, at approximately 1416 hours, I (Deputy Smith CCN 10650) was dispatched to Boyd Anderson Highschool at 3050 NW 41st Street, in the City of Lauderdale Lakes, Broward County, Florida, in reference to a Burglary Business.

Upon arrival, contact was made with Reporting Person / Boyd Anderson's Micro Tech, Dwayne Lewis (B/M, DOB 09/18/1975), who advised that (3) Apple MacBook computer were stolen.

Lewis gave the following statement:

On the above date, location and at or about 1100 hours, Lewis was conducting his routine inventory of all the assigned laptops at Boyd Anderson Highschool. Lewis stated that during his check he noticed (2) Apple MacBook's were missing from the Science building's and (1) Apple MacBook was missing from the Auditorium. Lewis stated that according to inventory's log the (2) Apple MacBook's from the Science building was inventoried sometime in November 2014 and the Apple MacBook from the Auditorium was inventoried on July 15, 2015.

My investigation revealed the following:

According to Lewis, the routine inventory is supposed to be done about every 3 months. The Science building's laptops are kept on a cart that is shared by all the classrooms in the building, and the Auditorium's laptop is kept in the sound booth area. There were no signs of any force entry in the Science building and the Auditorium.

The following Apple MacBook's were stolen:

- 1) Apple MacBook 2.0GHZ W/DVD+-RW 13.3 Display with serial number #W87076Q2WGL (BPI Number 07-13889) value at \$1691.00 (Science building).
- 2) Apple MacBook with serial number #4H532AF9SEB (BPI number 05LA 13130) value at \$1395.62 (Science building).
- 3) Apple MacBook 2.0GHZ W/CD-RW/DVD 13.3 Display with serial number #W8723COFYA2 (BPI Number 08-00948) value at \$1,499.00 (Auditorium)

Total property lost value is \$4,585.62.

BSO Teletype Operator R. Potvin CCN 16730 entered the Apple MacBook's into FCIC / NCIC as stolen.

There were no witnesses to this incident and due to not knowing when this crime took place I was unable to utilize Boyd Anderson's surveillance cameras.

This incident was reclassified as a Theft.

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 04-1507-001687

1	Property Description APPLE MACBOOK			Make APPLE		Model MACBOOK		Caliber	
Color		Serial No. W87076Q2WGL		Value \$1,691.00		Qty 1.000		Unit	
Status Stolen		Date 07/23/2015		NIC # POTVIN 16730		State # POTVIN 16730		Local #	
Name (Last, First, Middle) Boyd Anderson High Schl.		DOB		Age		Race		Sex	

Notes

Apple MacBook 2.0GHZ W/DVD+-RW 13.3 Display (BPI Number 07-13889)

2	Property Description APPLE MACBOOK			Make APPLE		Model MACBOOK		Caliber	
Color		Serial No. W8723COFYA2		Value \$1,499.00		Qty 1.000		Unit	
Status Recovered		Date 08/06/2015		NIC # POTVIN 16730		State # POTVIN 16730		Local #	
Name (Last, First, Middle) Boyd Anderson High Schl.		DOB		Age		Race		Sex	

Notes

3	Property Description APPLE MACBOOK			Make APPLE		Model MACBOOK		Caliber	
Color		Serial No. 4H532AF9SEB		Value \$1,395.62		Qty 1.000		Unit	
Status Stolen		Date 07/23/2015		NIC # POTVIN 16730		State # POTVIN 16730		Local #	
Name (Last, First, Middle) Boyd Anderson High Schl.		DOB		Age		Race		Sex	

Notes

Apple MacBook (BPI Number 05LA13130)

REPORTING OFFICER NARRATIVE

Broward County Sheriff's Office

OCA <i>04-1507-001687</i>
Date / Time Reported <i>Thu 07/23/2015 13:20</i>

Victim <i>BOYD ANDERSON HIGH SCHL</i>	Offense <i>THEFT - ALL OTHER</i>
--	-------------------------------------

Lewis was issued a case card with an assigned case number. Nothing further to report.

Appendix B

B-Stock Items

The following items were B Stocked.
Supporting documents are attached.

SYSTEM LEARNING AUTOMOTIVE A/C #7078	012687360	\$3,715.00
CENTER AIR CONDITIONING SNAP-ON SERVICE	830644	\$1,140.52
AMMCO DISC/DRUM BRAKE LATHE	18009A/33744	\$7,198.00
MACHINE SNAP ON FREON RECOVERY ACT 3000X	BFS622547	\$2,096.25
PANASONIC, AVCCAM 3CCD	B1TCB0100	\$2,250.00
PANASONIC, AVCCAM 3CCD	B1TCB0160	\$2,250.00
Computer, Dell	DZRYVK1	\$1,244.99
Computer, Dell	BLJWK91	\$1,098.00
Computer, ibook.Apple	UV4340A0RAP	\$1,199.00
Computer, Apple	XB24203YLKB	\$3,136.05
DVCAM	75604	\$1,900.00
DVCAM	75603	\$1,900.00

B-Stock Transfer

Transfer # 21050

Cafeteria #

Issuing Location 1741

Boyd Anderson High School

3050 NW 41st Street

Ft. Lauderdale, FL 33309

Phone/Fax: (754)322-0200 / (754)322-0330

Contact: Edmond Okwor

Check if unable to complete Reason:

Date Created: 11/6/2013

Date Closed:

Number of 3290A Attachments: 22

Number of Other Attachments:

Receiving Location 9613B

B-Stock Warehouse

6501 NW 15th Ave

Fort Lauderdale, FL 33309

Phone/Fax: (754)321-2850 / (754)321-2886

Contact: B-Stock/Surplus

Line #	BPI #	Serial #	Qty	Item Description	Status
1			6	Surplus Computer/Technology Box	Inc
2			193	Miscellaneous Technology Items-See Attached 3290A Forms	Inc

Completed By Surplus Warehouse

Date: 1/22/14
Initials: JOK

Requested By: Edmond Okwor

Released By: Edmond ~~Jerome~~ OKWOR

Date: 1-22-14

Received By: Jerome

Date:

Delivered By: Jerome

1-22-14

Originator: Kent Jerding

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

B-Stock Transfer

Date Created: 6/24/2015

Date Closed:

Transfer # 24160

Number of 3290A Attachments: 1

Cafeteria #

Number of Other Attachments:

Issuing Location 1741

Boyd Anderson High School 25 A1110: 47

3050 NW 41st Street

Ft. Lauderdale, FL 33309

Phone/Fax: (754)322-0200 / (754)322-0330

Contact: Dwayne Lewis

Receiving Location 9613B

B-Stock Warehouse

6501 NW 15th Ave

Fort Lauderdale, FL 33309

Phone/Fax: (754)321-2850 / (754)321-2886

Contact: B-Stock

Check if unable to complete Reason:

Line #	BPI #	Serial #	Qty	Item Description	Status
1			9	Miscellaneous Auto Shop Equipment-See Attachments	Inc
2			1	Lap Top Computer Cart	Inc
3			1	Propane Floor Stripper	Inc
4			1	Genie Lift-Straddle Lift	Inc

COMPLETE

(Signature)

Completed By Supplier Warehouse

Requested By: Dwayne Lewis

Released By: *(Signature)*

Date: 6-29-15

Received By: *Rudy Tim CARL JAMES LONZA JEAN*

Date: 6-29-15

Delivered By:

Originator: Kent Jerding

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

**The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer**

- *SURPLUS** (Principal / Director authorization signature required)
 TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

Submit Surplus / Transfer Form to B-Stock

B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 1741
 Location Name: Boyd Anderson High School
 Contact Name: Angel Almanzar
 Phone #: 754-322-0253

Receiving Location #: _____
 Location Name: _____
 Contact Name: _____
 Phone #: _____

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
03-12117	7MHL321		COMPUTER, DELL PENTIUM 4	<input type="checkbox"/>	<input type="checkbox"/>
07-11108	48Y66C1		DELL LAPTOP D620 W/CD-RW/DVD/14.1" DISPL	<input type="checkbox"/>	<input type="checkbox"/>
08-12571	121290		CAMERA, VALCAM ID BADGE	<input type="checkbox"/>	<input type="checkbox"/>
09-00423	1VM0MG1		COMPUTER, DELL OPTIPLEX 755	<input type="checkbox"/>	<input type="checkbox"/>
97-10785	23GT909		Computer, Multi Processor	<input type="checkbox"/>	<input type="checkbox"/>
97-13041	16945432		TOWER, TANDY 14 BAY	<input type="checkbox"/>	<input type="checkbox"/>
98-01322	US80301536		SERVER, WIN BASED, HEWLETT PACKARD D4315	<input type="checkbox"/>	<input type="checkbox"/>
#15 A11-81476	B1TCB0160		PANASONIC, AVCCAM 3CCD	<input type="checkbox"/>	<input type="checkbox"/>
	EIV05054		PANASONIC WV-CP244	<input type="checkbox"/>	<input type="checkbox"/>
	U112811378		SHARP	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
 Surplus Approved by: [Signature]
 Principal / Director (per Policy 3204)

Date: 10/24/12 Released by: _____ Date: / /
 Please Print Name, Title

Transfer Received by: _____
 Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
 Please Print Name, Title

Date: / /

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The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

2 of 15 pages

Submit Surplus / Transfer Form to B-Stock

- *SURPLUS (Principal / Director authorization signature required)
 TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

B-Stock Transfer #: _____

Transfer Assistance Required: YES NO

Issuing Location #: 1741
 Location Name: Boyd Anderson High School
 Contact Name: Angel Almanzar
 Phone #: 754-322-0253

Receiving Location #: _____
 Location Name: _____
 Contact Name: _____
 Phone #: _____

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
				<input type="checkbox"/>	<input type="checkbox"/>
#16 A11-81474	B1TCB0100		PANASONIC, AVCCAM 3CCD	<input type="checkbox"/>	<input type="checkbox"/>
	CN0T6116716185CFA97		DELL MONITOR	<input type="checkbox"/>	<input type="checkbox"/>
	1328353		SONY DSR-PDX10	<input type="checkbox"/>	<input type="checkbox"/>
	1328378		SONY DSR-PDX10	<input type="checkbox"/>	<input type="checkbox"/>
	E7HD00429		PANASONIC CAMCORDER	<input type="checkbox"/>	<input type="checkbox"/>
	2095111		GYASHICA CAMERA	<input type="checkbox"/>	<input type="checkbox"/>
	V4000801M200156S		PC1 400 VIDEO SPLITTER	<input type="checkbox"/>	<input type="checkbox"/>
	1326344		SONY DSR-PDX10	<input type="checkbox"/>	<input type="checkbox"/>
	008774		TEXAS INSTRUMENTS T1 VIEW SCREEN	<input type="checkbox"/>	<input type="checkbox"/>
	009062		TEXAS INSTRUMENTS T1 VIEW SCREEN	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
 Surplus Approved by: 
 Principal / Director (per Policy 3204)

Date: 6/24/15 Released by: _____ Date: / /
 Please Print Name, Title

Transfer Received by: _____
 Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
 Please Print Name, Title

Date: / /

The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)
 TRANSFER (both issuing and receiving Principal / Director authorization signatures required)
 Transfer Assistance Required: YES NO

B-Stock Transfer #: _____

Issuing Location #: 1741
 Location Name: Boyd Anderson High School
 Contact Name: Edmond Okwor
 Phone #: 754-322-0253

Receiving Location #: B-STOCK
 Location Name: _____
 Contact Name: _____
 Phone #: _____

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05-83655	38XBZ61		DELL,LAT D505, 14"	X	X
05-83656	5KXBZ61		DELL,LAT D505, 14"	X	X
05-83659	39XBZ61		DELL,LAT D505, 14"	X	X
05-83660	7FXBZ61		DELL,LAT D505, 14"	X	X
05-83661	BBXBZ61		DELL,LAT D505, 14"	X	X
05-83662	HJXBZ61		DELL,LAT D505, 14"	X	X
*#18 05-85761	75603		DVCAM, SONY	X	X
*#17 05-85762	75604		DVCAM, SONY	X	X
05-86400	7D33W61		Computer, Dell D620 Laptop	X	X
05-86404	SJVML71		Computer, Dell	X	X

Equipment Transfer /
 Surplus Approved by: [Signature]
 Principal / Director (per Policy 3204)

Date: 4/3/13

Released by: _____
 Please Print Name, Title

Date: / /

Transfer Received by: _____
 Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
 Please Print Name, Title

Date: / /

gk

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The School Board of Broward County, Florida
 Capital Assets Activity Form
 Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock

*SURPLUS (Principal / Director authorization signature required)
 TRANSFER (both issuing and receiving Principal / Director authorization signatures required)
 Transfer Assistance Required: YES NO

B-Stock Transfer #: _____

Issuing Location #: 1741
 Location Name: Boyd Anderson High School
 Contact Name: Edmond Okwor
 Phone #: 754-322-0253

Receiving Location #: B-STOCK
 Location Name: _____
 Contact Name: _____
 Phone #: _____

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05-30871	DZ0CK51		DELL LAPTOP DELL PM W/CDRW/DVD COMBO 14.	X	X
05-30872	UV434087RAP		APPLE IBOOK G4 COMBO DRIVE/12" DISPLAY	X	X
*19 05-30873	UV3430ADRAP		Apple Ibook G4 - Corr. S/N UV4340A0RAP	X	X
05-30874	UV4340MFRAP		APPLE IBOOK G4 COMBO DRIVE/12" DISPLAY	X	X
05-35814	W844109KPNX		APPLE,DESKTOP, IMAC G4 W/15"FLAT PANEL	X	X
05-41023	W84471FSQHX		APPLE, POWERBOOK G4 W/CD-RW/DVD-ROM	X	X
05-41024	W844126XQHX		APPLE, POWERBOOK, G4 W/CD-RW/DVD-ROM	X	X
05-41025	W84471G5QHX		APPLE, POWERBOOK, G4 W/CD-RW/DVD-ROM	X	X
05-41026	W844715VQHX		APPLE, POWERBOOK G4 W/CD-RW/DVD-ROM	X	X
05-41027	W844128LQHX		APPLE, POWERBOOK G4 W/CD-RW/DVD-ROM	X	X

Equipment Transfer /
 Surplus Approved by: [Signature]
 Principal / Director (per Policy 3204)

Date: 4/13/13

Released by: _____
 Please Print Name, Title

Date: / /

Transfer Received by: _____
 Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
 Please Print Name, Title

Date: / /

9-2
 1-D

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The School Board of Broward County, Florida
Capital Assets Activity Form
Surplus Declaration Transfer

Submit Surplus / Transfer Form to B-Stock


- *SURPLUS (Principal / Director authorization signature required)
 TRANSFER (both issuing and receiving Principal / Director authorization signatures required)
 Transfer Assistance Required: YES NO

B-Stock Transfer #: _____

Issuing Location #: 1741
 Location Name: Boyd Anderson High School
 Contact Name: Angel Almanzar
 Phone #: 754-322-0253

Receiving Location #: _____
 Location Name: _____
 Contact Name: _____
 Phone #: _____

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
03-84086	YM336G4KNVR		Computer, Apple Desktop	<input type="checkbox"/>	<input type="checkbox"/>
05-50615	G85110QHT1S		APPLE, DESKTOP, G5 TOWER W/20" FLAT PANE	<input type="checkbox"/>	<input type="checkbox"/>
05-85759	1124830		CAMCORDER, SONY DSR 170	<input type="checkbox"/>	<input type="checkbox"/>
	6X2JMG1		COMPUTER, DELL OPTIPLEX 755	<input type="checkbox"/>	<input type="checkbox"/>
	*#20 DZRYVK1		COMPUTER, DELL OPTIPLEX 760	<input type="checkbox"/>	<input type="checkbox"/>
	CN0G554F6418084P1YJ		DELL MONITOR	<input type="checkbox"/>	<input type="checkbox"/>
	CN0G554F6418084P21D		DELL MONITOR	<input type="checkbox"/>	<input type="checkbox"/>
	CN0FJ1816418072N9T6S		DELL MONITOR	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Transfer /
 Surplus Approved by: 
 Principal / Director (per Policy 3204)

Date: 6/24/15 Released by: _____
 Please Print Name, Title

Date: / /

Transfer Received by: _____
 Principal / Director (per Policy 3204)

Date: / /

Transfer Delivered by: _____
 Please Print Name, Title

Date: / /

Appendix C

Missing Items

(Under \$1000 each)

BROWARD COUNTY PUBLIC SCHOOLS
OFFICE OF THE CHIEF AUDITOR
PROPERTY AUDIT MISSING LIST REPORT

School Location # 1741

BPI	Description	Class	Cost	Serial Number	GR Number	Acquired Date	Room #
13-04786	APPLE IMAC INTEL W/21.5" LED-	044	1,320.00	D25KF13FFYV	378180	05/16/13	BSO PR#04-1502001686
A12-81444	PRINTER, LEXMARK T640	044	1,198.00	792R90Z	NF-3	06/04/12	BSO PR#04-1502001686
12-02591	MACBOOK LAPTOP	044	1,037.30	4515004EGST	272165	01/27/12	BSO PR#04-1502001686
A11-81474	PANASONIC, AVCCAM 3CCD	010	2,250.00	BITCB0100	NF-3	05/07/11	
A11-81476	PANASONIC, AVCCAM 3CCD	010	2,250.00	BITCB0160	NF-3	05/07/11	
11-00698	APPLE MACBOOK 2.26 GHZ 13.3"	044	1,330.25	450340FWGAY	171751	09/20/10	
09-81159	KING SOUSAPHONE/W CASE	040	3,890.19	222921	050224	11/07/08	BSO PR#04-1502001686
08LA02100	Apple MacBook 2.4 GHz; 2 GB RAM	044	2,769.81	WQ8129P10P1	128211	06/07/08	BSO PR#04-1502001686
08LA02178	Apple MacBook 2.4 GHz; 2 GB RAM	044	2,769.81	WQ8128R60P1	128211	06/07/08	BSO PR#04-1502001686
08-00948	APPLE MACBOOK 2.0GHZ W/CD-	044	1,499.00	W8723C0FYA2	261929	08/29/07	BSO PR#04-1307-001687 / O-100
07-13889	APPLE MACBOOK 2.0GHZ W/DVD+-	044	1,691.00	W87076Q2WGL	249489	06/18/07	BSO PR#04-1307-001687 / O-100
07-11125	DELL LAPTOP D620 W/CD-	044	1,537.00	GDY66C1	003680	04/12/07	
05LA13031	Apple-Refresh Laptop	044	1,395.62	4H5328E1SEB	002005	07/22/05	BSO PR#04-1502001686
05LA13123	Apple-Refresh Laptop	044	1,395.62	4H532A7BSEB	002005	07/22/05	BSO PR#04-1502001686
05LA13130	Apple-Refresh Laptop	044	1,395.62	4H532AF9SEB	002005	07/22/05	BSO PR#04-1307-001687 / O-100
04-07902	APPLE, DESKTOP, EMAC G4 W/15"	044	1,485.05	QP3380K6PVK	084750	10/31/03	BSO PR#04-1502001686

School Location # Audit 13-14; BN

BPI	Description	Class	Cost	Serial Number	GR Number	Acquired Date	Room #
#20	Computer, Dell			DZRYVK1	B-Stocked	6/22/15	
#21	Computer, Dell			B82WHL1			
#19	Computer, ibook.Apple			UV4340A0RAP	B-Stocked	4/13/13	
#22	Computer, Dell			392WHL1			
#23	Computer, Dell			G82WHL1			
#24	Computer, Dell			C82WHL1			
#25	Computer, Dell			982WHL1			
#26	Computer, Laptop Dell E5420			8PL96S1			
#27	Computer, Laptop Dell E5420			8PKZ5S1			

School Location # Audit 13-14; BN

BPI	Description	Class	Cost	Serial Number	GR Number	Acquired Date	Room #
# 28	Computer, Laptop Dell E5420			8PKV5S1			
05-85761	DVCAM			75603			
05-85762	DVCAM			75604			
F 29	Computer, Dell			BLJWK91			

Audit Review Details

Items not verified as of: 4/18/2016

Total: 29 Valued at: \$29,214.27

1. If the item located was allocated by property pass, a copy of that property pass must be forwarded with your response. The item will require physical verification by the Inventory Audit Specialist when a return reconciliation visit is scheduled with the administrator.
2. If an item is identified as salvaged, a copy of the original signed & dated surplus declaration form (3290a) and the removal authorization form (B-stock / approved vendor) must be forwarded with your response.
3. Invoice documentation must be submitted with the 30 day response for items requiring serial # corrections/modification.

Principal/Department Director

Date

*By signature, I certify that I have personally confirmed the accuracy of the information regarding the location of the items included in this response.

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Appendix D

Internal Control



BOYD ANDERSON HIGH SCHOOL

“Boyd Anderson Strong”

Phone: 754-322-0200

Fax: 754-322-0330

Rules - Student Use of Laptops

General

1. Students must sign the checkout sheet next to the number corresponding with the laptop given to use.
2. No food or drinks allowed in classroom or lab while using the laptops.
3. Students must remain in seats while laptops are in use.
4. Laptops may be used only for the purpose intended by the teacher.
5. Do not touch the laptop screen with your fingers or any other objects.
6. Do not change the desktop background or download pictures.
7. Do not leave the classroom or lab with the laptop.
8. If using computers without the power cords watch the “charge level” on the upper right of the menu. Notify teacher if charge gets below 30%.
9. Students must sign the checkout sheet next to the number corresponding with the laptop given to use under the return column.
10. Teacher must initial the return of each laptop to the cart indicating that the laptop is in the same original condition.
11. No student may leave the classroom at the end of the period until all laptops have been returned to the cart and accounted for. Students must remain seated until dismissed by the teacher - not the bell.
12. Students must notify the teacher if there are any problems with the computer.

Printing

1. Do not print without the teacher’s permission.
2. Do not waste ink or paper - print only what you need.
3. Do not print materials unrelated to class assignment.
4. Remain seated and teacher will bring printed materials to you.

Finishing Up

1. Before students return the laptop:
 - a. Quit all applications being used
 - b. Choose shutdown under the blue apple on upper left of menu at top of screen
 - c. Have the teacher check your computer after the screen has gone black
 - d. Replace laptop to the proper slot of cart
 - e. Return to seat and await instructions by the teacher

Student Laptop Checkout Sheet (this stays in folder on laptop cart)



BOYD ANDERSON HIGH SCHOOL

“Boyd Anderson Strong”

I have read and discussed the rules for computer use with my teacher and I agree to follow all the rules and directions applying to the use of the laptop cart. I understand that if I do not use the laptops as instructed by the teacher I will lose the privilege of using the computers in class and I will possibly receive a zero for the assignment.

Teacher Name:	Period:	Date:
----------------------	----------------	--------------

Laptop Cart #	Student Name - PRINT	Student Number	Teacher initial & time Laptop is assigning to student	Teacher initial & time Laptop is returned by student
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				



BOYD ANDERSON HIGH SCHOOL

"Boyd Anderson Strong"

30				
31				
32				
33				
34				

School Name: Pompano Beach High School 0185

Principal: Hudson Thomas

Address: 600 NE 13th Avenue
Pompano Beach, FL 33060

Total Number of Items in Inventory:	1,387
Total Dollar Cost of Items in Inventory:	\$1,634,391
Total Number of Items Unaccounted for:	15
Total Dollar Cost of Items Unaccounted for:	\$29,671
Total Net Value of Items Unaccounted for:	\$4,968
Percentage of Dollar Cost of Items Unaccounted for:	1.8%

Finding

As a result of the property and inventory audit, it was determined that some controls over inventory and fixed assets do not meet the District's policies and procedures. A review of all property and inventory was performed. Of the 1,387 assets recorded at the school, fifteen (15) items are unaccounted for.

It was evident during the property and inventory audit that there were weaknesses with the school's internal controls. When the Inventory Audit Specialist (IAS) arrived at the school to conduct the audit, the new Micro-Computer Tech did not seem to know where the equipment was kept throughout the school. After spending eight (8) days at the school, the IAS gave the Principal a list of 69 items unaccounted for.

Of the fifteen unaccounted for items, seven (7) are musical instruments. The Principal explained that the pool sub, who was filling in as the music teacher, was released and the Assistant Principal, who was designated to oversee the property and inventory at the school, conducted an internal audit of all instruments. On May 11, 2015, an incident/investigation report (BSO Case# 11-1505-001879) was filed with a Crime Incident category of **Information** not theft or vandalism. The report listed ten (10) musical instruments. A supplemental report was filed June 3, 2015, where the school indicated that seven (7) musical instruments were found and additional musical instruments were added to the report as "other – instrument loaned to another school or student." It was apparent the school lacked internal controls

(Pompano Beach High School 0185 continued)

in tracking musical instruments. It is vital that all musical instruments be tracked and procedures followed when loaning instruments to students and/or another school.

A PDGY Swivel Head was a part purchased to fix a 3D printer located at the school. The swivel head cost exceeded the \$1,000 threshold, therefore, it was added to the school's property and inventory database. The printer was surplus; however, it is unknown if the swivel head was removed or surplus.

The remaining unaccounted for equipment was not located. The Principal was not able to provide an explanation.

Recommendation

The Office of the Chief Auditor recommends the Principal register the designated property team member(s) for the Inventory Process & Tips training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 Procedure for Property and Inventory Control and Standard Practice Bulletin I-202 Music with the designated property team member(s) to ensure compliance with all procedures. The following internal control area(s) require improvement.

- At a minimum, semi-annual inventories should be conducted to ensure the District's property records are accurately maintained and updated.
- All tangible property including high risk, under value items such as iPads, tablets, laptops, desktops, printers, Promethean boards, cameras, audio/video equipment, custodial equipment and musical instruments must be maintained within the secondary, site-based tracking database.
- When staff is designated equipment at their locations, it is their responsibility to oversee the equipment and report any loss or theft to administration immediately. Equipment that is not utilized daily should be stored in a secured location and the appropriate staff should physically verify the equipment as needed to provide the most effective means of securing it.
- The location should complete a 3290A Surplus Declaration Transfer form when tangible personal property is identified as salvageable equipment. A copy of the 3290A Surplus Declaration Transfer form should be kept at the

(Pompano Beach High School 0185 continued)

location for their records. The original should be forwarded along with adequate explanation/documentation for surplussing to the Warehouse Manager at Warehousing Services.

- When musical instruments are assigned into the custody of students and involve off-campus use, it is necessary for instructors to maintain perpetual inventory records of all musical instruments.
- Physical inventory of musical equipment should be performed semi-annually. All semi-annual inventories of musical instruments should be filed in the Principal's office and available for audit purposes.
- In the event of theft or vandalism, the property custodian should report the loss to the Broward District Schools Police Department 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
2015-16

Items not accounted for : **Pompano Beach High School 0185**

BPI NUMBER	ITEM DESCRIPTION	HISTORICAL COST
1 15-03007	PDGY SWIVEL HEAD WW-REV L	\$ 4,056.00
2 14-06605	MIMIOVOTE STUDENT RESPONSE	\$ 1,599.00
3 12-00158	APPLE MACBOOK 2.26 GHZ W/4GB	\$ 1,330.25
4 A08-83704	CAMCORDER, CANON GL2	\$ 1,947.71
5 07-08356	APPLE MACBOOK 2.0 GHZ W/DVD+-	\$ 1,716.00
6 05-51067	PROJECTOR, CLASSROOM/CART LOW	\$ 1,096.23
7 05-51085	PROJECTOR, CLASSROOM/CART LOW	\$ 1,096.23
8 04-84510	EUPHONIUM SILVER 4 VALVE	\$ 1,999.25
9 04-84458	SOUSAPHONE, SILVER KING	\$ 4,251.40
10 04-84478	FRENCH HORN, DP CONN	\$ 2,670.90
11 04-84169	KURZWEIL 88 NOTE PERFORMA	\$ 2,537.39
12 04-82919	CLARIENT BUFFET R-13BB	\$ 1,556.00
13 03-12251	PROJECTOR ULTRAPORTABLE	\$ 1,621.00
14 02-80339	CLARINET, BASS	\$ 1,096.78
15 02-80340	CLARINET, BASS	\$ 1,096.78

Total Historical Cost of Property unaccounted for as of March 30, 2016 \$ 29,670.92

[1]Total Accumulated Depreciation as of March 30, 2016 \$ 24,702.85

Net Value of Property considered to be unaccounted for as of March 30, 2016 \$ 4,968.07

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**VALERIE S. WANZA, Ph.D.
CHIEF SCHOOL PERFORMANCE AND ACCOUNTABILITY OFFICER**

Telephone: 754-321-3838

Facsimile: 754-321-3886

June 3, 2016

TO: Patrick Reilly
Chief Auditor

FROM: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Office

SUBJECT: PROPERTY AND INVENTORY AUDIT RESPONSE-
POMPANO BEACH HIGH SCHOOL-FISCAL YEAR 2015-16

This correspondence acknowledges receipt and review of the findings from FY 2015-16 property and inventory audit for Pompano Beach High 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 micro-technology specialist and the band director will receive the appropriate training and support related to improve accuracy in the tracking of tangible assets.
- The cadre director will work with the principal to ensure the school has an established asset management team that meets regularly to review the school's compliance with District policies and business practice bulletin related to property and inventory controls, conduct regular site-based audits.
- The cadre director will work with the principal to ensure that internal control to safeguard equipment is followed and inventoried on a regular basis.
- The cadre director will include a review of the asset management protocols in his regularly scheduled site visits with the principal.

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

VSW/MJR:mag

cc: Michael J. Ramirez, School Performance & Accountability Director
Hudson Thomas, Principal, Pompano Beach High School



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

POMPANO BEACH HIGH SCHOOL
HUDSON B. THOMAS, PRINCIPAL
600 NE 13th Avenue
Telephone 754-322-2000
Facsimile 754-322-2130

SCHOOL BOARD
DR. ROSALIND OSGOOD, *Chair*
ABBY M. FREEDMAN, *Vice Chair*

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ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIF
Superintendent of Schools

June 2, 2016

TO: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Office

FROM: Mr. Hudson Thomas, Principal *HT*
Pompano Beach High School

SUBJECT: Audit Response on Property Inventory -
Fiscal Year 2015-16

Submitted here is a response to the Property and Inventory Audit for fiscal year 2015-16. The recommendations of the Property Audits Division have been reviewed and will be implemented with the appropriate staff members to ensure accuracy in the tracking of tangible assets.

The audit findings identify two situations which resulted in the greatest areas of loss. The steps below will serve to improve these areas, and will become part of the school's process for the purpose of inventory and property accuracies.

1. Language used in the BSO Police Report that supported the schools inability to locate several band instruments resulted in the rejection of the Police Report.

Resolution

•The ambiguity of the language brought into question the nature of the loss. In the event that there should be a future need to report any thefts, there will be clear reporting as to the nature of the loss. Given our intent to reconcile our inventory more frequently, we feel any additional losses should be mitigated.

- The Micro-Computer Tech and the Band Director will meet quarterly to review physical inventory and paper work for accurate accounting.

2. A very costly item (a print-head) that would normally be considered a consumable item was assigned a BPI Number due to its cost. The item was not noted as (pending a BPI number) in our database, and was overlooked on the District PNI811 Report. The asset that housed the print-head was surplusd thereby resulting in the print-head leaving campus without the appropriate paperwork.

Resolution

- Attention to purchases of any type that exceed the \$1000 threshold set by the District will be noted and reconciled with all District Inventory to ensure there is a generated BPI.

Please note that a new band director has been hired. The principal has reviewed all property and inventory procedures with both the Micro-Tech and new Band Director to ensure all inventory procedures are accurately followed.

CS, PDGY Swivel Head 3 D Printer -

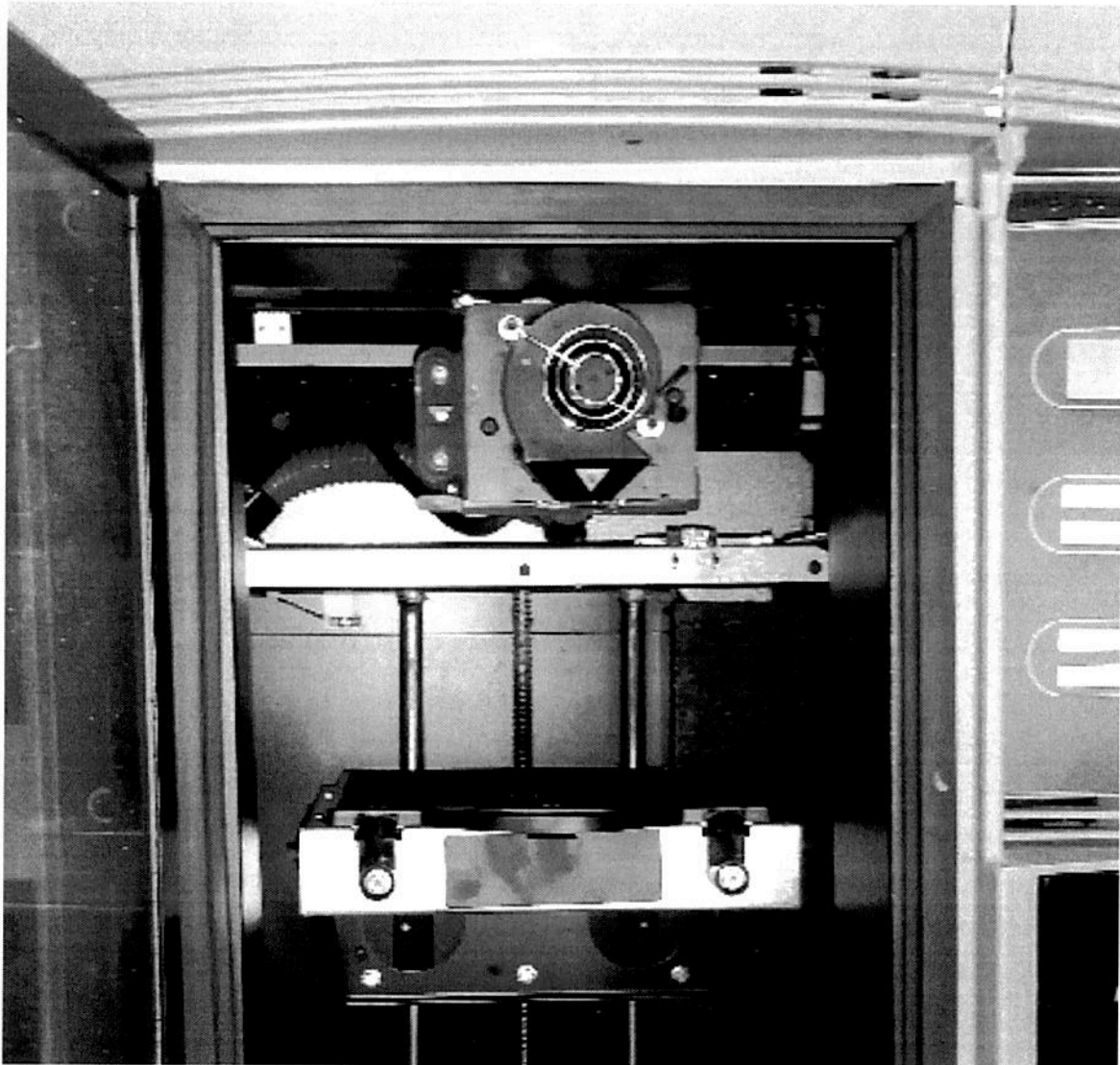
SN: 104101194 (BPI 15-03007) is a printer head.

This printer head is installed inside a DIMENSION SST 768 3D PRINTER

SN: P05431 (BPI 07-05107).

The 3D printer was surplussed to B-Stock on 10/13/2015 as it was no longer working and repair was not cost effective.

The Picture below is the print head. It took the vender several men and several hours to install the head. The device was sent to B-Stock along with all remaining materials, and an acid bath in the event that another school wants to transfer the device to their location and incur the \$1570 estimate to repair the device.



The School Board of Broward County, Florida

Capital Assets Activity Form

Surplus Declaration Transfer

*SURPLUS (Principal / Director authorization signature required)

1 OF 1 PAGES

TRANSFER (both issuing and receiving Principal / Director authorization signatures required)

Submit Surplus / Transfer Form to B-stock

Removal Assistance Required No Yes

Issuing Location #: 0185
 Location Name: Pompano Beach High School
 Contact Name: _____
 Phone #: (754) 322-2000

Receiving Location #: _____
 Location Name: B-Stock
 Contact Name: Ted Skopinski
 Phone #: _____

BPI Number	Serial Number	Model Number	Equipment Description	Obsolete	Broken
15-03007	104101194		CS, PDGY Swivel Head 3 D Printer		X

Equipment Transfer / Surplus Approved by: _____ Date: 11 / 2 / 2015 Released by: _____ Date: ___ / ___ / ___
Principal / Director (per Policy 3204) Please Print Name, Title

Receipt of Transfer Acknowledged by: _____ Date: ___ / ___ / ___
Principal / Director (per Policy 3204)

Item(s) Delivered by: _____ Date: ___ / ___ / ___
Please Print Name, Title

B-Stock Transfer

Date Created: 11/2/2015

Date Closed:

Transfer # **25124**

Number of 3290A Attachments: **1**

Cafeteria #

Number of Other Attachments:

Issuing Location **0185**
Pompano Beach High
1400 NE 6th Street
Pompano Beach, FL 33061
Phone/Fax: **(754)322-2000 / (754)322-2130**

Receiving Location: **9613B**
B-Stock Warehouse
6501 NW 15th Ave
Fort Lauderdale, FL 33309
Phone/Fax: **(754)321-2850 / (754)321-2886**

Contact: **Hudson and Thomas**

Contact: **B-Stock**

Check if unable to complete Reason:

Tech Specialist Marcia L. Came over and took a piece out of the printer.

Line #	BPI #	Serial #	Qty	Item Description	Status
1			1	Miscellaneous Technology Items-CS, PDGY Swivel Head 3 D Printer	Inc

Requested By: **Hudson and Thomas**

Released By:

Date:

Received By:

Date:

Delivered By:

Originator: **Sammy Martinez**

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

sheriff.org 11/15/05 1879

BROWARD COUNTY
SHERIFF'S OFFICE
Sheriff Scott Israel



Deputy Stephanie Smith
SCHOOL RESOURCE DEPUTY
Department of Law Enforcement
stephanie_smith@sheriff.org

100 SW 3rd Street, Pompano Beach, FL 33060
t: 754.322.2000 • f: 954.786.4316

INCIDENT/INVESTIGATION REPORT

Agency Name
Broward County Sheriff's Office

ORI
0060700

Case#
11-1505-001879

Date / Time Reported
05/11/2015 07:15 Mon

Last Known Secure
05/07/2015 14:30 Thu

At Found
05/07/2015 15:00 Thu

Location of Incident
600 NE 13th Av, Pompano Beach, FL 33060-

Premise Type
School / University

Zone/Tract
1104

Crime Incident(s) #1
Information INFO

Weapon / Tools
NOT APPLICABLE

Entry Exit Security

Crime Incident #2

Weapon / Tools

Entry Exit Security

Crime Incident #3

Weapon / Tools

Entry Exit Security

of Victims *1* Type: *INDIVIDUAL (NOT A LE OFFICER)* Injury: *None* Domestic: *N*

Victim/Business Name (Last, First, Middle)
KING, RONALD EUGENE

Victim of Crime # *1* DOB *08/29/1951* Race *B* Sex *M* Relationship To Offender *00* Resident Status *Resident* Military Branch/Status

Home Address
600 NE 13TH AV, Pompano Beach, FL 33060-

Home Phone
954-801-0982

Employer Name/Address
BROWARD COUNTY SCOOOL BOARD 600 NE 13TH AVE (ASSISANT PRINCL)

Business Phone *754-322-2000* Mobile Phone

VYR Make Model Style Color Lic/Lis VIN

CODES: V- Victim (Denote V2, V3) O = Owner (if other than victim) R = Reporting Person (if other than victim)

Type: Injury:

Code Name (Last, First, Middle) Victim of Crime # DOB Age Race Sex Relationship To Offender Resident Status Military Branch/Status

Home Address Home Phone

Employer Name/Address Business Phone Mobile Phone

Type: Injury:

Code Name (Last, First, Middle) Victim of Crime # DOB Age Race Sex Relationship To Offender Resident Status Military Branch/Status

Home Address Home Phone

Employer Name/Address Business Phone Mobile Phone

L = Lost S = Stolen R = Recovered D = Damaged Z = Seized B = Burned C = Counterfeit / Forged F = Found
("OJ" = Recovered for Other Jurisdiction)

VI #	Code	Status From/To	Value	OJ	QTY	Property Description	Make/Model	Serial Number
1	53	O	\$1,556.00		1	MUSICAL INSTRUMENTS	BUFFET Clarinet	52099
1	53	O	\$4,875.00		1	MUSICAL INSTRUMENTS	Clarinet	017902
1	53	O	\$1,096.00		1	MUSICAL INSTRUMENTS	Clarinet	01070
1	53	O	\$1,041.00		1	MUSICAL INSTRUMENTS	SEAMER Bass Clarinet	100048213
1	53	O	\$2,670.00		1	MUSICAL INSTRUMENTS	DPCONN Frenchhorn	954050
1	53	O	\$1,999.00		1	MUSICAL INSTRUMENTS	Euphonium	897777
1	53	O	\$4,251.00		1	MUSICAL INSTRUMENTS	SILVERKING Sousaphone	952873
1	53	O	\$4,251.00		1	MUSICAL INSTRUMENTS	SILVERKING Sousaphone	954866
1	53	O	\$4,251.00		1	MUSICAL INSTRUMENTS	SILVERKING Sousaphone	952779
1	53	O	\$4,251.00		1	MUSICAL INSTRUMENTS	SILVERKING Sousaphone	952861

Officer/ID# *SMITH, S. D. (3455, CIT) (8110)*

Invest ID# *(0)* Supervisor *(0)*

Status Complainant Signature Case Status *Active* Case Disposition: *05/11/2015* Page 1

INCIDENT/INVESTIGATION REPORT

By: BS08110, LA063598 # bs08110

Broward County Sheriff's Office

Page 2

Case# 11-1505-001879

Status Codes: L = Lost S = Stolen R = Recovered D = Damaged Z = Seized B = Burned C = Counterfeit / Forged F = Found

UCR	Status	Quantity	Type Measure	Suspected Type	Up to 3 types of activity
D					
R					
U					
G					
S					

Assisting Officers:

Suspect Hate / Bias Motivated: *None*

Page 2

NARRATIVE

Band instruments unaccounted for at this time. It isn't known if the instruments were assigned to a student or loaned to another school. I will complete a supplement once its determined what happened to the instruments.

REPORTING OFFICER NARRATIVE

Broward County Sheriff's Office

OCA <i>11-1505-001879</i>
Date / Time Reported <i>Mon 05/11/2015 07:15</i>

Victim <i>KING, RONALD EUGENE</i>	Offense <i>INFORMATION</i>
--------------------------------------	-------------------------------

On May 7, 2015 while assigned to Pompano Beach High School as a School Resource Deputy, I was informed via person reporting(Ronald King) of the following. Inventory was being taken of band instruments and it was discovered that several of the instruments were unaccounted for. King advised that its common practice to assign instruments to students or to loan them to other schools and this could be the case with the unaccounted for instruments. He informed me that he needed a report stating this just in case an auditor responded to the school prior to the instruments being located. See property section in reference to the instruments.

I informed King to advise me immediately when its determined exactly what happened to the instruments and I will complete a supplement to this report. There is no further at this time.

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 11-1505-001879

1 Property Description MUSICAL INSTRUMENTS		Make BUFFET		Model CLARINET		Caliber	
Color Black/Black	Serial No. 52099	Value \$1,556.00		Qty 1.000	Unit	Jurisdiction Locally	
Status Other	Date 05/07/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) King, Ronald Eugene			DOB 08/29/1951	Age 63	Race B	Sex M	

Notes

2 Property Description MUSICAL INSTRUMENTS		Make		Model CLARINET		Caliber	
Color Black/Black	Serial No. 01902	Value \$4,875.00		Qty 1.000	Unit	Jurisdiction Locally	
Status Other	Date 05/07/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) King, Ronald Eugene			DOB 08/29/1951	Age 63	Race B	Sex M	

Notes

3 Property Description MUSICAL INSTRUMENTS		Make		Model CLARINET		Caliber	
Color	Serial No. 01070	Value \$1,096.00		Qty 1.000	Unit	Jurisdiction Locally	
Status Other	Date 05/07/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) King, Ronald Eugene			DOB 08/29/1951	Age 63	Race B	Sex M	

Notes

4 Property Description MUSICAL INSTRUMENTS		Make SELMER		Model BASSCLARINET		Caliber	
Color	Serial No. POO48213	Value \$1,041.00		Qty 1.000	Unit	Jurisdiction Locally	
Status Other	Date 05/07/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) King, Ronald Eugene			DOB 08/29/1951	Age 63	Race B	Sex M	

Notes

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 11-1505-001879

5	Property Description MUSICAL INSTRUMENTS			Make DPCONN		Model FRENCHHORN		Caliber	
Color		Serial No. 954030		Value \$2, 670.00		Qty 1.000		Unit	
Status Other		Date 05/07/2015		NIC #		State #		Local #	
Name (Last, First, Middle) King, Ronald Eugene		DOB 08/29/1951		Age 63		Race B		Sex M	

Notes

6	Property Description MUSICAL INSTRUMENTS			Make		Model EUPHONIUM		Caliber	
Color		Serial No. 897777		Value \$1, 999.00		Qty 1.000		Unit	
Status Other		Date 05/07/2015		NIC #		State #		Local #	
Name (Last, First, Middle) King, Ronald Eugene		DOB 08/29/1951		Age 63		Race B		Sex M	

Notes

7	Property Description MUSICAL INSTRUMENTS			Make SILVERKING		Model SOUSAPHONE		Caliber	
Color		Serial No. 952873		Value \$4, 251.00		Qty 1.000		Unit	
Status Other		Date 05/07/2015		NIC #		State #		Local #	
Name (Last, First, Middle) King, Ronald Eugene		DOB 08/29/1951		Age 63		Race B		Sex M	

Notes

8	Property Description MUSICAL INSTRUMENTS			Make SILVERKING		Model SOUSAPHONE		Caliber	
Color		Serial No. 934866		Value \$4, 251.00		Qty 1.000		Unit	
Status Other		Date 05/07/2015		NIC #		State #		Local #	
Name (Last, First, Middle) King, Ronald Eugene		DOB 08/29/1951		Age 63		Race B		Sex M	

Notes

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 11-1505-001879

9	Property Description MUSICAL INSTRUMENTS			Make SILVERKING		Model SOUSAPHONE		Caliber	
	Color	Serial No. 952779		Value \$4,251.00		Qty 1.000	Unit	Jurisdiction Locally	
	Status Other	Date 05/07/2015	NIC #		State #		Local #		OAN
	Name (Last, First, Middle) King, Ronald Eugene				DOB 08/29/1951		Age 63	Race B	Sex M

Notes

10	Property Description MUSICAL INSTRUMENTS			Make SILVERKING		Model SOUSAPHONE		Caliber	
	Color	Serial No. 952861		Value \$4,251.00		Qty 1.000	Unit	Jurisdiction Locally	
	Status Other	Date 05/07/2015	NIC #		State #		Local #		OAN
	Name (Last, First, Middle) King, Ronald Eugene				DOB 08/29/1951		Age 63	Race B	Sex M

Notes

OCA: **111505001879**

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

Investigator: *SMITH, S. D. (8110)*Date / Time: *06/03/2015 09:17:08, Wednesday*Supervisor: *(0)*Supervisor Review Date / Time: *07/27/2015 10:13:49, Monday*

Contact:

Reference: *Follow Up*

On May 11, 2015 I took an original report in reference to band instruments that were unaccounted for at Pompano Beach High School. On June 3, 2015 I spoke to Ronald King the original person reporting and he advised me that most of the instruments were located and he is still in the process of locating the others. See property section for the located instruments. He also advised me that during a second inventory check he discovered that more instruments were unaccounted for. As with the previous instruments, they could have been loaned to another school or signed out to students. Those instruments are now listed. As mentioned in the original report, I advised King to advise me once he determines what happened to the instruments

Investigator Signature: _____

Incident Report Related Property List

Broward County Sheriff's Office

OIA: 11-1505-001879

1	Property Description MUSICAL INSTRUMENTS			Make BUFFET		Model CLARINET		Caliber	
	Color	Serial No. 01902	Value \$4, 875.00	Qty 1.000	Unit	Jurisdiction Locally			
	Status Found /	Date 06/03/2015	NIC #	State #	Local #	OAN			
	Name (Last, First, Middle) King, Ronald			DOB 08/29/1951	Age 63	Race B	Sex M		

Notes

Instrument located

2	Property Description MUSICAL INSTRUMENTS			Make SELMER		Model BASS CLARINET		Caliber	
	Color	Serial No. POO48213	Value \$1, 041.00	Qty 1.000	Unit	Jurisdiction Locally			
	Status Found /	Date 06/03/2015	NIC #	State #	Local #	OAN			
	Name (Last, First, Middle) King, Ronald			DOB 08/29/1951	Age 63	Race B	Sex M		

Notes

Instrument located

3	Property Description MUSICAL INSTRUMENTS			Make DPCONN		Model FRENCHHORN		Caliber	
	Color	Serial No. 954030	Value \$2, 670.00	Qty 1.000	Unit	Jurisdiction Locally			
	Status Found /	Date 06/03/2015	NIC #	State #	Local #	OAN			
	Name (Last, First, Middle) King, Ronald			DOB 08/29/1951	Age 63	Race B	Sex M		

Notes

Instrument located

4	Property Description MUSICAL INSTRUMENTS			Make EUPHONIUM		Model SILVER PERFORMG		Caliber	
	Color	Serial No. 897777	Value \$1, 999.00	Qty 1.000	Unit	Jurisdiction Locally			
	Status Found /	Date 06/03/2015	NIC #	State #	Local #	OAN			
	Name (Last, First, Middle) King, Ronald			DOB 08/29/1951	Age 63	Race B	Sex M		

Notes

Instrument located

Incident Report Related Property List

Broward County Sheriff's Office

OCB: 11-1505-001879

5 Property Description MUSICAL INSTRUMENTS		Make SILVERKING		Model SOUSAPHONE93486		Caliber	
Color	Serial No.	Value	Qty	Unit	Jurisdiction		
		\$4,251.00	1.000		Locally		
Status Found /	Date 06/03/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) King, Ronald			DOB 08/29/1951	Age 63	Race B	Sex M	

Notes

Instrument located

6 Property Description MUSICAL INSTRUMENTS		Make SILVERKING		Model SOUSAPHONE		Caliber	
Color	Serial No.	Value	Qty	Unit	Jurisdiction		
	952779	\$4,251.00	1.000		Locally		
Status Found /	Date 06/03/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) King, Ronald			DOB 08/29/1951	Age 63	Race B	Sex M	

Notes

Instrument located

7 Property Description MUSICAL INSTRUMENTS		Make SILVERKING		Model SOUSAPHONE		Caliber	
Color	Serial No.	Value	Qty	Unit	Jurisdiction		
	952861	\$4,251.00	1.000		Locally		
Status Found /	Date 06/03/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) King, Ronald			DOB 08/29/1951	Age 63	Race B	Sex M	

Notes

Instrument located

8 Property Description MUSICAL INSTRUMENTS		Make INTERMEDIATE KG		Model TROMBONE		Caliber	
Color	Serial No.	Value	Qty	Unit	Jurisdiction		
	960374	\$928.00	1.000		Locally		
Status Other	Date 06/03/2015	NIC #	State #	Local #	OAN		
Name (Last, First, Middle) King, Ronald			DOB 08/29/1951	Age 63	Race B	Sex M	

Notes

Instrument possibly loaned to another school or signed out to student

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 11-1505-001879

9	Property Description MUSICAL INSTRUMENTS			Make MARCHING KING		Model MELLOPHONE		Caliber	
	Color Silver	Serial No. 963192	Value \$907.70		Qty 1.000	Unit	Jurisdiction Locally		
	Status Other	Date 06/03/2015	NIC #	State #		Local #		OAN	
	Name (Last, First, Middle) King, Ronald			DOB 08/29/1951		Age 63	Race B	Sex M	

Notes

Instrument loaned to another school or student

10	Property Description MUSICAL INSTRUMENTS			Make MARCHINI KING		Model MELLOPHONE		Caliber	
	Color Silver	Serial No. 963195	Value \$907.70		Qty 1.000	Unit	Jurisdiction Locally		
	Status Other	Date 06/03/2015	NIC #	State #		Local #		OAN	
	Name (Last, First, Middle) King, Ronald			DOB 08/29/1951		Age 63	Race B	Sex M	

Notes

Instrument loaned to another school or student

11	Property Description MUSICAL INSTRUMENTS			Make MARCHING KING		Model MELLOPHONE		Caliber	
	Color Silver	Serial No. 969604	Value \$907.70		Qty 1.000	Unit	Jurisdiction Locally		
	Status Other	Date 06/03/2015	NIC #	State #		Local #		OAN	
	Name (Last, First, Middle) King, Ronald			DOB 08/29/1951		Age 63	Race B	Sex M	

Notes

Instrument loaned to another school or student

12	Property Description MUSICAL INSTRUMENTS			Make MARCHING KING		Model MELLOPHONE		Caliber	
	Color Silver	Serial No. 963187	Value \$907.70		Qty 1.000	Unit	Jurisdiction Locally		
	Status Other	Date 06/03/2015	NIC #	State #		Local #		OAN	
	Name (Last, First, Middle) King, Ronald			DOB 08/29/1951		Age 63	Race B	Sex M	

Notes

Instrument loaned to another school or student

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 11-1505-001879

13	Property Description MUSICAL INSTRUMENTS				Make MARCHING KING		Model MELLOPHONE		Caliber	
	Color Silver		Serial No. 963206		Value \$907.70		Qty 1.000		Unit Locally	
	Status Other		Date 06/03/2015		NIC #		State #		Local #	
	Name (Last, First, Middle) King, Ronald				DOB 08/29/1951		Age 63		Race B	

Notes

Instrument loaned to another school or student

14	Property Description MUSICAL INSTRUMENTS				Make SAXOPHONE		Model ALTO		Caliber	
	Color		Serial No. 1358476		Value \$913.50		Qty 1.000		Unit Locally	
	Status Other		Date 06/03/2015		NIC #		State #		Local #	
	Name (Last, First, Middle) King, Ronald				DOB 08/29/1951		Age 63		Race B	

Notes

Instrument loaned to another school or student

15	Property Description MUSICAL INSTRUMENTS				Make EUPHONIUM		Model		Caliber	
	Color		Serial No. 87306		Value \$1,999.25		Qty 1.000		Unit Locally	
	Status Other		Date 06/03/2015		NIC #		State #		Local #	
	Name (Last, First, Middle) King, Ronald				DOB 08/29/1951		Age 63		Race B	

Notes

16	Property Description MUSICAL INSTRUMENTS				Make KURZWEIL 88		Model NOTE PERFORMA		Caliber	
	Color		Serial No. S8102C002924		Value \$2,537.39		Qty 1.000		Unit Locally	
	Status Other		Date 06/03/2015		NIC #		State #		Local #	
	Name (Last, First, Middle) King, Ronald				DOB 08/29/1951		Age 63		Race B	

Notes

Incident Report Related Property List

Broward County Sheriff's Office

OCA: 11-1505-001879

17	Property Description MUSICAL INSTRUMENTS			Make OBOE		Model YAMAHA		Caliber	
	Color	Serial No. 006061	Value \$0.00		Qty 1.000	Unit	Jurisdiction Locally		
	Status Other	Date 06/03/2015	NIC #	State #		Local #		OAN	
	Name (Last, First, Middle) King, Ronald			DOB 08/29/1951		Age 63	Race B	Sex M	

Notes

18	Property Description MUSICAL INSTRUMENTS			Make OBOE		Model YAMAHA		Caliber	
	Color	Serial No. 006060	Value \$0.00		Qty 1.000	Unit	Jurisdiction Locally		
	Status Other	Date 06/03/2015	NIC #	State #		Local #		OAN	
	Name (Last, First, Middle) King, Ronald			DOB 08/29/1951		Age 63	Race B	Sex M	

Notes