

# **INTERNAL AUDIT REPORT**

## **Property and Inventory Audits of Selected Locations**

**2017- 2018**



**To be presented to the:**

**Audit Committee on  
September 7, 2017**

**and**

**The School Board of Broward County, Florida on  
October 3, 2017**

**By**

**The Office of the Chief Auditor**

## The School Board of Broward County, Florida

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**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

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**The School Board of  
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Superintendent of Schools

August 31, 2017

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

Ladies and Gentlemen:

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

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

items which are at the location and are accounted for,  
items which were not available for review prior to the issuance of this report,  
items which may have been stolen and are supported by the proper District forms,  
items that have been transferred from one location to another and are supported by the proper District forms, and  
items which have been declared surplus or obsolete and are supported by the proper District forms.

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

This report contains forty-eight (48) property and inventory audits. Our property audits indicated that forty-six (46) locations in the report complied with prescribed policies and procedures. Two (2) locations 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 evidence supporting the amounts and disclosures represented on property records. We have reviewed all property and inventory records disclosed from District accounts and made a determination as to the status of each of the items. This disposition may include:

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

## Compliance

We tested compliance with policies and procedures prescribed by the 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 in the sources identified above.

## Property Control Structure

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

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

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

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

## Property Audit Exceptions

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

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

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

The District administration requires follow-up verification of all items not accounted for during the physical audit. Subsequently, location administrators must provide a memo identifying the items found by providing the room/fish number and/or provide the appropriate District approved form(s).

#### Unaccounted / Found Items

While conducting the audit, there are instances in which items are determined to be unaccounted for. Unaccounted for means property held by a custodian, subject to the accountability provisions of Section 274.03, F.S., which cannot be physically located by the custodian or custodian delegate, which property has not been otherwise lawfully disposed of. When the Office of the Chief Auditor determines that the item(s) is not accounted for, the asset is moved to an Unaccounted for Tangible Personal Property List. This item will remain designated on the Unaccounted for 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 2017-18**

The following report discloses the audits for 9 schools and 39 departments. These audits were finalized between June 12, 2017 through August 31, 2017. A summary of this report notes that:

- For the 48 locations, items were listed in the property records at a historical cost of \$10,720,666.
- For the 48 locations included in this report, 72 items were considered unaccounted for and had a historical cost of \$93,517.

**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 June 12, 2017 through August 31, 2017. For any location that received an exception, we have included a detailed listing of the items that were unaccounted for and the administration's response.

Area	Name	Total Items	Historical Cost	Items Not Accounted For (INAF)	Historical Cost (INAF)	No Exception/Exception	Page No.
School	Peters Elementary	636	\$486,532	0	0	No Exception	
School	Riverland Elementary	651	\$500,545	3	\$3,022	No Exception	
School	Sandpiper Elementary	609	\$503,896	1	\$1,636	No Exception	
School	Tradewinds Elementary	1,139	\$996,979	51	\$62,993	<b>Exception</b>	Pgs. 11-59
School	Village Elementary	759	\$742,254	2	\$4,714	No Exception	
School	Walker Elementary	970	\$726,235	2	\$2,600	No Exception	
School	Westwood Heights Elementary	496	\$545,169	2	\$2,876	No Exception	
School	Nova Middle	770	\$963,522	0	0	No Exception	
School	Seagull Alternative High	635	\$592,612	8	\$10,989	<b>Repeat Exception</b>	Pgs. 60-91
Department	Accounting & Financial Reporting	61	\$114,199	0	0	No Exception	
Department	Before & After School Child Care	53	\$77,356	0	0	No Exception	
Sub Total		<b>6,779</b>	<b>\$6,249,299</b>	<b>69</b>	<b>\$88,830</b>		

Area	Name	Total Items	Historical Cost	Items Not Accounted For (INAF)	Historical Cost (INAF)	No Exception/ Exception	Page No.
Department	Budget Office	95	\$142,488	0	0	No Exception	
Department	Building	52	\$100,343	0	0	No Exception	
Department	Capital Budget	59	\$169,325	0	0	No Exception	
Department	Charter School Management/ Support	40	\$39,827	0	0	No Exception	
Department	Chief Financial Officer	5	\$11,883	0	0	No Exception	
Department	Chief Fire Official	24	\$9,364	0	0	No Exception	
Department	Coaching & Induction	50	\$67,028	0	0	No Exception	
Department	Demographics & Student Assignment	34	\$71,733	0	0	No Exception	
Department	Diversity, Prevention & Intervention	66	\$108,177	0	0	No Exception	
Department	EEO/ADA Compliance	33	\$55,936	0	0	No Exception	
Department	Employee & Labor Relations	28	\$39,716	0	0	No Exception	
Department	Environmental Health	62	\$382,454	1	\$1,963	No Exception	
Department	Equity & Academic Attainment	201	\$262,296	0	0	No Exception	
Sub Total		749	\$1,460,570	1	\$1,963		

Area	Name	Total Items	Historical Cost	Items Not Accounted For (INAF)	Historical Cost (INAF)	No Exception/ Exception	Page No.
Department	Bilingual/ESOL	129	\$197,057	1	\$1,394	No Exception	
Department	Office of Facilities & Construction Office	2	\$24,099	0	0	No Exception	
Department	Facility Planning & Real Estate	33	\$62,524	0	0	No Exception	
Department	General Counsel	31	\$56,857	0	0	No Exception	
Department	Leadership Development	26	\$44,644	0	0	No Exception	
Department	Legislative Affairs	5	\$6,935	0	0	No Exception	
Department	Literacy	25	\$23,705	0	0	No Exception	
Department	Marketing & Communication	22	\$35,763	0	0	No Exception	
Department	Material Stockroom	32	\$396,821	0	0	No Exception	
Department	Medicaid/504	14	\$37,364	0	0	No Exception	
Department	Office of School Performance & Accountability	255	\$476,549	0	0	No Exception	
Department	Office of the Chief Portfolio Services Officer	17	\$41,485	0	0	No Exception	
Department	Official School Board Records	23	\$41,873	0	0	No Exception	
Sub Total		<b>614</b>	<b>\$1,445,676</b>	<b>1</b>	<b>\$1,394</b>		

Area	Name	Total Items	Historical Cost	Items Not Accounted For (INAF)	Historical Cost (INAF)	No Exception/ Exception	Page No.
Department	Old Dillard Museum	26	\$62,793	0	0	No Exception	
Department	Payroll	47	\$107,168	0	0	No Exception	
Department	Printing Services	48	\$589,077	1	\$1,330	No Exception	
Department	Professional Development	55	\$93,574	0	0	No Exception	
Department	Secondary Learning	94	\$141,646	0	0	No Exception	
Department	Student Support Initiatives	117	\$247,099	0	0	No Exception	
Department	Support Services	36	\$59,595	0	0	No Exception	
Department	Talent Acquisition & Operations (I)	74	\$111,702	0	0	No Exception	
Department	Talent Acquisition & Operations (NI)	72	\$98,554	0	0	No Exception	
Department	Teacher Professional Learning & Growth	22	\$35,967	0	0	No Exception	
Department	Treasurer's Office	17	\$17,946	0	0	No Exception	
Sub Total		<b>608</b>	<b>\$1,565,121</b>	<b>1</b>	<b>\$1,330</b>		

<b>Grand Total</b>	<b>8,750</b>	<b>\$10,720,666</b>	<b>72</b>	<b>\$93,517</b>	<b>46 No Exceptions 2 Exceptions</b>
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**Audits Performed by:**

**Bryan Erhard  
Ivette Lima  
Arsenio Mobley  
Bruce Norris  
Stephanie Ormsby  
Jonathan Tolentino**

**Audits Processed by:**

**Megan Gonzalez**

**Audits Managed by:**

**Ali Arcese**

**SECTION II:**  
**Locations – All Items Accounted for**

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

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

**LOCATION NAME**

**Peters Elementary**

**Nova Middle**

**Accounting & Financial Reporting**

**Before & After School Child Care**

**Budget Office**

**Building**

**Capital Budget**

**Charter School Management/Support**

**Chief Financial Officer**

**Chief Fire Official**

**Coaching & Induction Demographics &**

**Student Assignment**

**Diversity Prevention & Intervention**

**EEO/ADA Compliance**

**Employee & Labor Relations**

**Equity & Academic Attainment Office of**

**Office of Facilities & Construction**

**General Counsel**

**Leadership Development**

**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 (continued)**

**Legislative Affairs**

**Literacy**

**Marketing & Communication**

**Material Stockroom**

**Medicaid/504**

**Office of School Performance & Accountability**

**Office of the Chief Portfolio Services Officer**

**Official School Board Records**

**Old Dillard Museum**

**Payroll**

**Printing Services**

**Professional Development**

**Secondary Learning**

**Student Support Initiatives**

**Support Services**

**Talent Acquisition & Operations (I)**

**Talent Acquisition & Operations (NI)**

**Teacher Professional Learning & Growth**

**Treasurer's Office**

**SECTION III:**  
**Locations with Exceptions**

**School Name: Tradewinds Elementary 3481**

**Principal: Michael Breslaw**

**Address: 5400 Johnson Road  
Coconut Creek, FL 33073**

Total Number of Items in Inventory:	1,139
Total Dollar Cost of Items in Inventory:	\$996,979
Total Number of Items Unaccounted for:	51
Total Dollar Cost of Items Unaccounted for:	\$62,993
Total Net Value of Items Unaccounted for:	\$0
Percentage of Dollar Cost of Items Unaccounted for:	6.3%

### **Finding**

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

A review of all property and inventory was performed. Of the 1,139 assets recorded at the school, 51 items were unaccounted for. The school was not able to provide the physical items or any District approved documentation.

A total of 22 of the 51 items were removed from the school during the SMART Surplus process. A timeline of the process has been provided (See Exhibit A). There were several instances during this SMART Surplus process where the errors/omissions could have been corrected; however, no one reconciled against the scanned asset list that was provided to the school two months prior to A-1 Assets, the recycling vendor, removing the surplus equipment. After the equipment was removed, the school should have notified Accounting and Financial Reporting – Capital Assets (AFRD-CA) to correct any errors and/or add equipment that was omitted from the 3290A Surplus Declaration Transfer forms. The school did not follow procedures. Sufficient internal controls were not established to ensure that equipment deemed for surplus was documented on the proper District approved forms, therefore, the equipment is considered unaccounted for. According to the Florida Administrative Rule 69I-73.001 Definitions (12) “Unaccounted for” property means property held by a custodian, subject to the accountability provisions of Section 274.03, F.S., which cannot be physically located by the custodian or custodian's delegate, which property has not been otherwise lawfully disposed of.

### **(Tradewinds Elementary continued)**

In addition, 29 pieces of equipment could not be found and are considered missing. The school displayed weaknesses in the controls for safeguarding tangible personal property.

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

### **Recommendations**

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

The Office of the Chief Auditor recommends the Principal register the designated property team member(s) for the 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.

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

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

**Items not accounted for: Tradewinds Elementary 3481**

	<b>BPI NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>HISTORICAL COST</b>
1	10-02513	COMPUTER, LAPTOP APPLE	\$ 1,383.20
2	10-02560	COMPUTER, LAPTOP APPLE	\$ 1,383.20
3	08-83169	COMPUTER, MACBOOK 13"	\$ 1,499.00
4	08-83162	COMPUTER, IMAC 17" FLAT	\$ 1,154.00
5	A08-83857	COMPUTER, APPLE IMAC	\$ 1,154.00
6	07-27076	APPLE DESKTOP IMAC INTEL W/17"	\$ 1,085.00
7	06-10422	APPLE, DESKTOP, EMAC G4 W/17"	\$ 1,100.00
8	06-10424	APPLE,DESKTOP, EMAC G4 W/17"	\$ 1,100.00
9	06-10429	APPLE,DESKTOP, EMAC G4	\$ 1,100.00
10	06-10432	APPLE,DESKTOP, EMAC G4 W/17"	\$ 1,100.00
11	05LA24678	Apple-Refresh Laptop	\$ 139.62
12	05LA24684	Apple-Refresh Laptop	\$ 1,395.62
13	05LA24691	Apple-Refresh Laptop	\$ 1,395.62
14	05LA24724	Apple-Refresh Laptop	\$ 1,395.62
15	05LA24732	Apple-Refresh Laptop	\$ 1,395.62
16	05LA24742	Apple-Refresh Laptop	\$ 1,395.62
17	05LA24743	Apple-Refresh Laptop	\$ 1,395.62
18	05LL04231	Lexmark Refresh Printer-T640n	\$ 1,099.66
19	05-47603	APPLE DESKTOP EMAC G4W/17"FLAT	\$ 1,100.30
20	05-47604	APPLE DESKTOP EMAC G4W/17"FLAT	\$ 1,100.30
21	05-34305	APPLE IBOOK G4 COMBO DRIVE/12"	\$ 1,239.00
22	05-34306	APPLE IBOOK G4 COMBO DRIVE/12"	\$ 1,239.00
23	05-27248	APPLE IBOOK G4 W/CD-RW/DVD-	\$ 1,636.00
24	04-12507	APPLE, DESKTOP, EMAC G4 W/17"	\$ 1,295.05
25	04-12508	APPLE, DESKTOP, EMAC G4 W/17"	\$ 1,295.05
26	04-12509	APPLE, DESKTOP, EMAC G4 W/17"	\$ 1,295.05
27	04-01999	APPLE,DESKTOP, EMAC G4	\$ 1,100.30
28	04-02006	APPLE,DESKTOP, EMAC G4	\$ 1,100.30
29	04-02010	APPLE,DESKTOP, EMAC G4	\$ 1,100.30
30	04-02012	APPLE,DESKTOP, EMAC G4	\$ 1,100.30
31	04-02016	APPLE,DESKTOP, EMAC G4	\$ 1,100.30
32	04-02028	APPLE,DESKTOP, EMAC G4	\$ 1,100.30
33	04-80665	APPLE,EMAC 1GHZ	\$ 1,390.00
34	04-80667	APPLE, EMAC 1GHZ	\$ 1,390.00
35	04-80668	APPLE, EMAC 1GHZ	\$ 1,390.00
36	04-80669	APPLE, EMAC 1GHZ	\$ 1,390.00
37	04-80672	APPLE, EMAC 1GHZ	\$ 1,390.00
38	03-07643	PRINTER, LEXMARK T520N	\$ 1,258.00

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

[2] High-risk items unaccounted for



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

**Items not accounted for: Tradewinds Elementary 3481**

	<b>BPI NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>HISTORICAL COST</b>
39	03-07207	COMPUTER, MAC IMAC G3	\$ 1,157.36
40	03-07208	COMPUTER, MAC IMAC G3	\$ 1,157.36
41	03-07221	COMPUTER, MAC IMAC G3	\$ 1,157.36
42	03-80523	COMPUTER, DELL OPTIPLEX 17 INCH	\$ 1,447.00
43	03-80524	COMPUTER, DELL OPTIPLEX 17 INCH	\$ 1,447.00
44	03-22258	COMPUTER, APPLE IMAC <sup>[2]</sup>	\$ 998.95
45	03-22257	COMPUTER, APPLE IMAC <sup>[2]</sup>	\$ 998.95
46	02-83232	COMPUTER, APPLE IMAC G3	\$ 1,124.33
47	01-05532	COMPUTER, MAC IMAC	\$ 1,196.85
48	A97-95015	KEYBOARD, YAMAHA	\$ 1,031.25
49	96-13228	PRESENTER VISUAL, EV400AF	\$ 3,096.00
50		COMPUTER, DELL E5430 (SER# 7CBKYW1) <sup>[2]</sup>	\$ 750.00
51		COMPUTER, DELL E5430 (SER# B1ZQYW1) <sup>[2]</sup>	\$ 750.00

Total Historical Cost of Property unaccounted for as of May 22, 2017	\$	62,993.36
<sup>[1]</sup> Total Accumulated Depreciation as of May 22, 2017	\$	62,993.36
Net Value of Property considered to be unaccounted for as of May 22, 2017	\$	-

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

*[2] High-risk items unaccounted for*

**Tradewinds Elementary 3481**  
**Smart Surplus Timeline**  
**Prepared by Office of the Chief Auditor**

Date	Description	Exhibit
11/2/2015	Initial SMART Meeting with SMART Team; Mr. Breslaw & Pedro Lopez attended.	
6/23/2016	3290A Surplus Declaration Transfer forms that were generated by school were received by Warehousing Services Department – SMART B-Stock (SMART B-Stock)	A-1
8/2/2016	SMART B-Stock arrived at school and scanned equipment deemed by school for surplus. The scanned asset list was provided to the Assistant Principal by SMART B-Stock.	A-2
10/4/2016	A-1 Assets arrived at the school to remove all equipment deemed for surplus.	
10/5/2016	SMART B-Stock forwarded all 3290A Surplus Declaration Transfer forms provided by the school to Accounting & Financial Reporting.	
10/17/2016	Email to Principal from Accounting & Financial Reporting – Capital Assets acknowledging the receipt of SMART 3290A Surplus Declaration Transfer forms.	A-3
11/??/2016	Email from Information & Technology informing the school of the equipment removal.	A-4
11/2/2016	OptiSpool Report was available to the school for reconciliation purposes.	A-5
1/17/17	2017 Property and Inventory Audit start date.	

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

SMART BOND  
SURPLUS 1

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

SMART SURPLUS  
COMPLETED 6/4/16  
K.J.

Issuing Location#: 3481  
Location Name: Tradewinds Elementary  
Contact Name: Pedro Lopez  
Phone #: 754-322-8700

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
03-07229	G82266FMN54		COMPUTER, MAC EMAC G4
03-18608	QT3033ULP19		APPLE DESKTOP IMAC G4 W/ 15" FLAT
03-20932	9910BNK		PRINTER, LEXMARK T520N
03-22256	QT3070TSP19		APPLE, DESKTOP IMAC G4
04-02001	G8324670PQL		APPLE, DESKTOP, EMAC G4
04-02005	G832462BPQL		APPLE, DESKTOP, EMAC G4
04-02011	G832467KPQL		APPLE, DESKTOP, EMAC G4
04-02027	G8324634PQL		APPLE, DESKTOP, EMAC G4
04-05442	G83172YUNM2		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD-R
04-05444	G83173CWNM2		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD-R

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: TRACY GRUNDEL/AP Date 10 / 9 / 16  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Form #3290a  
Rev. 01/05

Submit Surplus/Transfer Form to B-stock

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

SMART BOND

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds Elem  
Contact Name: Pedro Lopez  
Phone #: 754-322-8700

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
04-05445	G831734XNM2		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD-R
04-80675	YM32019DNM2		APPLE, EMAC IGHZ
05-26677	QP42408VQB3		APPLE, DESKTOP, IMAC G4 W/15" FLAT PANEL
05-27236	UY4171UZQHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP
05-27246	UY4171VMQHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP
05-35744	G84383QCQPM		APPLE, DESKTOP, G5 TOWER W/17" FLAT PANEL
05-47595	G84513RHR93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-47596	G84513TQR93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-47607	G84513SUR93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-47989	UY45048VSCZ		APPLE IBOOK G4

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Surplus Declaration Transfer

SMART BOND

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 Transfer Assistance Required ☐ yes ☐ no

3

Issuing Location #: 3481  
 Location Name: Tradewinds Elem  
 Contact Name: Pedro Lopez  
 Phone #: 754-322-8700

Receiving Location: \_\_\_\_\_  
 Location Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

BPI Number If applicable	Serial Number	Model Number	Equipment Description
05-47999	UV4502F0SCZ		APPLE IBOOK G4
05-49586	9925TMV		PRINTER, LEXMARK T630N B/W LASER
06-02723	G852513CRU0		APPLE,DESKTOP, G5 TOWER W/20"
06-05657	4H5361XSSE7		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA
06-05658	4H5361XFSEF		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA
06-09290	W8552002UT6		APPLE,POWERBOOK, G4 W/CD-RW/DVD-R 15.2"D
06-10426	G85519DMTKG		APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT
06-10431	G85519ESTKG		APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT
06-10435	G85519F9TKG		APPLE,DESKTOP, EMAC G4 W/17" FLAT CRT
07-09152	W864608DWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Michael A. Breslaw  
 Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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 Transfer Assistance Required ☐ yes ☐ no

4

Issuing Location #: 3481  
 Location Name: Tradewinds Elem  
 Contact Name: Pedro Lopez  
 Phone #: 754-322-8700

Receiving Location: \_\_\_\_\_  
 Location Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

BPI Number If applicable	Serial Number	Model Number	Equipment Description
07-09487	4H63966WU9B		APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"
07-27078	W87072BZWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
07-27079	W87072JFWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
07-27081	W87072KSWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
07-27082	W87072KAWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
08-01969	W87061KZWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
08-08858	W87371SLWRQ		APPLE IMAC INTEL W/17" FLAT PANEL/COMBO
08-08860	W873806XWRQ		APPLE IMAC INTEL W/17" FLAT PANEL/COMBO
08-08861	W87380XYWRQ		APPLE IMAC INTEL W/17" FLAT PANEL/COMBO
09-09391	QP85102G2JW		APPLE IMAC INTEL W/17" FLAT PANEL/COMBO

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Michael A. Breslaw  
 Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Rev. 01/05

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Surplus Declaration Transfer

SMART BOND

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Transfer Assistance Required ☐ yes ☐ no

5

Issuing Location#: 3481  
Location Name: Tradewinds Elem.  
Contact Name: Pedro Lopez  
Phone #: 754-322-8700

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
10-02523	W893679U9GU		wireless mobile cart w/20 laptops and di
05LA24667	4H531DKSSEB		Apple-Refresh Laptop
05LA24714	4H5328VPSEB		Apple-Refresh Laptop
05LA24723	4H5329Q8SEB		Apple-Refresh Laptop
05LA24737	4H5329WDSEB		Apple-Refresh Laptop
05LA24741	4H532A4FSEB		Apple-Refresh Laptop
05LA24757	4H53537MSEB		Apple-Refresh Laptop
05LA24758	4H5353DXSEB		Apple-Refresh Laptop
05LA24762	4H5353W2SEB		Apple-Refresh Laptop
05LA24763	4H5353WLSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Surplus Declaration Transfer

SMART BOND

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☐ Transfer (both issuing and receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

6

Issuing Location#: 3481  
Location Name: Tradewinds Elem.  
Contact Name: 754-322-8700  
Phone #: Pedro Lopez

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24775	4H5354H1SEB		Apple-Refresh Laptop
05LA24777	4H5354J6SEB		Apple-Refresh Laptop
05LA24779	4H5354K4SEB		Apple-Refresh Laptop
05LA24781	4H5354MWSEB		Apple-Refresh Laptop
05LA24785	4H5354WWSEB		Apple-Refresh Laptop
05LA24786	4H5354YMSEB		Apple-Refresh Laptop
05LA24792	4H535521SEB		Apple-Refresh Laptop
05LA24798	4H53557ASEB		Apple-Refresh Laptop
05LA24803	4H5355DWSEB		Apple-Refresh Laptop
05LA24809	4H5355Y8SEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form #3290a  
Rev. 01/05

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Capital Assets Activity Form  
Surplus Declaration Transfer

SMART BOND

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☐ Transfer (both issuing and receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

7

Issuing Location#: 3481  
Location Name: Tradewinds Elem.  
Contact Name: Pedro Lopez  
Phone #: 754-322-8700

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24810	4H5355YHSEB		Apple-Refresh Laptop
05LA24811	4H53566DSEB		Apple-Refresh Laptop
05LA24815	4H5356XGSEB		Apple-Refresh Laptop
05LA24819	4H535783SEB		Apple-Refresh Laptop
05LA24822	4H5358B0SEB		Apple-Refresh Laptop
05LA24823	4H5358B4SEB		Apple-Refresh Laptop
05LA24835	4H535991SEB		Apple-Refresh Laptop
05LA24836	4H53599TSEB		Apple-Refresh Laptop
05-86304	9925k9d		Lexmark T630
?	G831331XNDH		IMAC G3 WHITE

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form #3290a  
Rev. 01/05

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Capital Assets Activity Form  
Surplus Declaration Transfer

SMART BOND

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

8

Issuing Location#: 3481  
Location Name: Tradewinds Elem.  
Contact Name: Pedro Lopez  
Phone #: 754-322-8700

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
?	G8313324NDH		IMAC G3 WHITE
02-83225	2ZPKZ01		DELL POWEREDGE SERVER
08-01971	W87230U7WH5		APPLE IMAC
08-83361	QP75100HWRQ		Computer, Apple iMac
02-83274	YM206ZC7ML4		Computer, Apple iMac

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Rev. 01/05

Submit Surplus/Transfer Form to B-stock

1 OF 1 PAGES

Submit Surplus / Transfer Form to B-stock

Removal Assistance Required ☒ YES ☐ NO

Receiving Location #: \_\_\_\_\_  
 Location Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

[illegible]

Form 3290-A  
Rev. 07/08

SMART  
SURPLUS  
Page 1 of 17

Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds Elementary  
Contact Name: Pedro Lopez  
Phone #: 754-322-8700

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
01-18799	XA1110R6KQ3		DISPLAY, APPLE 15 INCH CUBE
03-07225	G82266HAN54		COMPUTER, MAC EMAC G3
04-02000	G832462LPQL		APPLE, DESKTOP, EMAC G4
04-02004	G832465TPQL		APPLE, DESKTOP, EMAC G4
04-02007	G832468WPQL		APPLE, DESKTOP, EMAC G4
04-02008	G83246BDPQL		APPLE, DESKTOP, EMAC G4
04-02009	G83246CXPQL		APPLE, DESKTOP, EMAC G4
04-02013	G832469BPQL		APPLE, DESKTOP, EMAC G4
04-02014	G8324664PQL		APPLE, DESKTOP, EMAC G4
04-02015	G832463SPQL		APPLE, DESKTOP, EMAC G4

Transfer Delivered By: \_\_\_\_\_ Date    /    /

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

☒ Surplus (only issuing location required.)

2

☐ Transfer (both issuing and Receiving location Required.)

Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481

Receiving Location: \_\_\_\_\_

Location Name: Tradewinds Elem

Location Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
04-02018	G8324688PQL		APPLE,DESKTOP,EMAC G4
04-02019	G832468JPQL		APPLE,DESKTOP,EMAC G4
04-02021	G832466DPQL		APPLE,DESKTOP,EMAC G4
04-02022	G8324623PQL		APPLE,DESKTOP,EMAC G4
04-02024	G832462JPQL		APPLE,DESKTOP,EMAC G4
04-02029	G832468LPQL		APPLE,DESKTOP,EMAC G4
04-05441	YM317CW5NM2		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD-R
04-05443	YM317A0SNM2		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD-R
04-05446	G83180T5NM2		APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD-R
04-12506	YM347A3KPPB		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Rev. 01/05

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

☒ Surplus (only issuing location required.)

3

☐ Transfer (both issuing and Receiving location Required.)

Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481

Receiving Location: \_\_\_\_\_

Location Name: Tradewinds

Location Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
04-12510	YM3477N4PPB		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C
04-12512	YM347A1BPPB		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C
04-12514	YM3477N6PPB		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C
04-80670	YM320189NM2		APPLE, EMAC IGHZ
04-80673	YM32019ANM2		APPLE, EMAC IGHZ
04-80674	YM32019CNM2		APPLE, EMAC IGHZ
05-26679	QP4240A3QB3		APPLE,DESKTOP, IMAC G4 W/15" FLAT PANEL
05-27226	UV415B5QQUH		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP
05-27230	UV417255QUH		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP
05-27240	UV4171DXQUH		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05-30579	UV417CV9QHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1 DISP
05-30584	UV417DA5QHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1 DISP
05-34304	UV43400XRAP		APPLE IBOOK G4 COMBO DRIVE/12" DISPLAY
05-34307	UV43400WRAP		APPLE IBOOK G4 COMBO DRIVE/12" DISPLAY
05-47598	G84514ZBR93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-47599	G84513UBR93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-47600	G84513RZR93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-47601	G84513VGR93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-47606	G84514Z7R93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-47994	UV4502KPSCZ		APPLE IBOOK G4

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Phone #: \_\_\_\_\_

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Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05-47995	UV4504F2SCZ		APPLE IBOOK G4
05-47997	UV4504PKSCZ		APPLE IBOOK G4
06-05656	4H536207SE7		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA
06-10423	G85519DDTKG		APPLE, DESKTOP, EMAC G4 W/17"
06-10425	G85519DJTKG		APPLE, DESKTOP, EMAC G4 W/17"
07-09150	W864605EWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
07-09479	4H63969XU9B		APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"
07-09480	4H6396BQU9B		APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"
07-09481	4H6396BQU9B		APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"
07-09484	4H639683U9B		APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Transfer Assistance Required ☐ yes ☐ no

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Location Name: Tradewinds  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number If applicable	Serial Number	Model Number	Equipment Description
07-27077	W87072BYWH5		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
08-01976	W87239G4YA2		APPLE MACBOOK 1.83GHZ W/CD/RW/DVD 13.3"
08-01978	W87240WVYA2		APPLE MACBOOK 1.83GHZ W/CD/RW/DVD 13.3"
08-01979	W87240WVYA2		APPLE MACBOOK 1.83GHZ W/CD/RW/DVD 13.3"
08-01980	W872410EYA2		APPLE MACBOOK 1.83GHZ W/CD/RW/DVD 13.3"
08-01981	W87240ZGYA2		APPLE MACBOOK 1.83GHZ W/CD/RW/DVD 13.3"
08-05462	W873372YZ5W		APPLE MACBOOK 2.16GHZ W/DVD+-RW/CD-RW 13
08-05463	W873373QZ5W		APPLE MACBOOK 2.16GHZ W/DVD+-RW/CD-RW 13
08-05464	W87338ZSZ5W		APPLE MACBOOK 2.16GHZ W/DVD+-RW/CD-RW 13
08-08867	W87382K6WRQ		APPLE IMAC INTEL W/17" FLAT PANEL/COMBO

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Rev. 01/05

Submit Surplus/Transfer Form to B-stock

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number If applicable	Serial Number	Model Number	Equipment Description
08-82119	W87511NYWRQ		APPLE, IMAC INTEL W/17"
09-06771	W8834N9F0P1		APPLE, MACBK 2.4 GZ DVD/CD-RW 13.3"(ETS)
09-06772	W8834NA50P1		APPLE, MACBK 2.4 GZ DVD/CD-RW 13.3"(ETS)
09-06773	W8834NK80P1		APPLE, MACBK 2.4 GZ DVD/CD-RW 13.3"(ETS)
09-06774	W8834NL80P1		APPLE MACBK 2.4GZ DVD/CD-RW 13.3"
09-09389	4584801X67C		APPLE MACBOOK 2.0 GHZ W/CD-RW/DVD 13.3"
10-02507	W89365MK9GU		wireless mobile cart w/20 laptops and di
05LA24661	4H531BDJSEB		Apple-Refresh Laptop
05LA24662	4H531CSRSEB		Apple-Refresh Laptop
05LA24665	4H531D8ZSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24668	4H531DY0SEB		Apple-Refresh Laptop
05LA24669	4H531DY6SEB		Apple-Refresh Laptop
05LA24670	4H531DY7SEB		Apple-Refresh Laptop
05LA24671	4H531DYESEB		Apple-Refresh Laptop
05LA24672	4H531EALSEB		Apple-Refresh Laptop
05LA24675	4H531EK6SEB		Apple-Refresh Laptop
05LA24679	4H531EUTSEB		Apple-Refresh Laptop
05LA24681	4H531F5CSEB		Apple-Refresh Laptop
05LA24682	4H531FE6SEB		Apple-Refresh Laptop
05LA24683	4H531FTGSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24685	4H531FZRSEB		Apple-Refresh Laptop
05LA24687	4H53229QSEB		Apple-Refresh Laptop
05LA24692	4H5327CPSEB		Apple-Refresh Laptop
05LA24694	4H5327FFSEB		Apple-Refresh Laptop
05LA24695	4H5327J6SEB		Apple-Refresh Laptop
05LA24696	4H5327X4SEB		Apple-Refresh Laptop
05LA24697	4H5327Y8SEB		Apple-Refresh Laptop
05LA24699	4H53283SSEB		Apple-Refresh Laptop
05LA24700	4H53288DSEB		Apple-Refresh Laptop
05LA24701	4H53289SSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

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Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24702	4H5328ALSEB		Apple-Refresh Laptop
05LA24703	4H5328E0SEB		Apple-Refresh Laptop
05LA24705	4H5328FKSEB		Apple-Refresh Laptop
05LA24706	4H5328GJSEB		Apple-Refresh Laptop
05LA24707	4H5328GPSEB		Apple-Refresh Laptop
05LA24708	4H5328H1SEB		Apple-Refresh Laptop
05LA24709	4H5328HHSEB		Apple-Refresh Laptop
05LA24711	4H5328QGSEB		Apple-Refresh Laptop
05LA24712	4H5328QHSEB		Apple-Refresh Laptop
05LA24716	4H532900SEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Submit Surplus/Transfer Form to B-stock

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

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Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24718	4H53295BSEB		Apple-Refresh Laptop
05LA24719	4H5329EUSEB		Apple-Refresh Laptop
05LA24720	4H5329F1SEB		Apple-Refresh Laptop
05LA24721	4H5329M5SEB		Apple-Refresh Laptop
05LA24722	4H5329N0SEB		Apple-Refresh Laptop
05LA24725	4H5329R9SEB		Apple-Refresh Laptop
05LA24726	4H5329RBSEB		Apple-Refresh Laptop
05LA24727	4H5329RFSEB		Apple-Refresh Laptop
05LA24728	4H5329SSSEB		Apple-Refresh Laptop
05LA24729	4H5329SKSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and receiving location required.)  
Transfer Assistance Required ☐ yes ☐ no

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Issuing Location#: 3481  
Location Name: Tradewinds Elem  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24730	4H5329TTSEB		Apple-Refresh Laptop
05LA24733	4H5329VMSEB		Apple-Refresh Laptop
05LA24736	4H5329W9SEB		Apple-Refresh Laptop
05LA24738	4H5329WMSEB		Apple-Refresh Laptop
05LA24739	4H5329YRSEB		Apple-Refresh Laptop
05LA24745	4H532A7RSEB		Apple-Refresh Laptop
05LA24746	4H532ABLSEB		Apple-Refresh Laptop
05LA24747	4H532ADSSEB		Apple-Refresh Laptop
05LA24748	4H532AE0SEB		Apple-Refresh Laptop
05LA24749	4H5327RSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Submit Surplus/Transfer Form to B-stock

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and receiving location required.)  
Transfer Assistance Required ☐ yes ☐ no

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Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24752	4H5352Q6SEB		Apple-Refresh Laptop
05LA24753	4H5352Z0SEB		Apple-Refresh Laptop
05LA24755	4H535354SEB		Apple-Refresh Laptop
05LA24760	4H5353UFSEB		Apple-Refresh Laptop
05LA24764	4H5353YMSEB		Apple-Refresh Laptop
05LA24765	4H5353Z5SEB		Apple-Refresh Laptop
05LA24768	4H53540VSEB		Apple-Refresh Laptop
05LA24769	4H53540WSEB		Apple-Refresh Laptop
05LA24771	4H53546LSEB		Apple-Refresh Laptop
05LA24773	4H53548VSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

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Issuing Location#: 3481

Receiving Location: \_\_\_\_\_

Location Name: Tradewinds

Location Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24774	4H5354SWSEB		Apple-Refresh Laptop
05LA24776	4H5354JISEB		Apple-Refresh Laptop
05LA24782	4H5354TASEB		Apple-Refresh Laptop
05LA24784	4H5354WDSEB		Apple-Refresh Laptop
05LA24788	4H535502SEB		Apple-Refresh Laptop
05LA24790	4H53550USEB		Apple-Refresh Laptop
05LA24791	4H53551MSEB		Apple-Refresh Laptop
05LA24794	4H53552FSEB		Apple-Refresh Laptop
05LA24795	4H53556DSEB		Apple-Refresh Laptop
05LA24796	4H53556WSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Submit Surplus/Transfer Form to B-stock

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

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Issuing Location#: 3481

Receiving Location: \_\_\_\_\_

Location Name: Tradewinds

Location Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24799	4H53557ZSEB		Apple-Refresh Laptop
05LA24801	4H53558ESEB		Apple-Refresh Laptop
05LA24802	4H535590SEB		Apple-Refresh Laptop
05LA24804	4H5355GGSEB		Apple-Refresh Laptop
05LA24805	4H5355L3SEB		Apple-Refresh Laptop
05LA24812	4H535685SEB		Apple-Refresh Laptop
05LA24813	4H5356HCSEB		Apple-Refresh Laptop
05LA24814	4H5356VPSEB		Apple-Refresh Laptop
05LA24816	4H5356Y0SEB		Apple-Refresh Laptop
05LA24817	4H5356YYSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Submit Surplus/Transfer Form to B-stock



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

☒ Surplus (only issuing location required.)

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☐ Transfer (both issuing and receiving location Required.)

Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481

Receiving Location: \_\_\_\_\_

Location Name: Tradewinds

Location Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24818	4H5356ZRSEB		Apple-Refresh Laptop
05LA24820	4H53583FSEB		Apple-Refresh Laptop
05LA24821	4H53589GSEB		Apple-Refresh Laptop
05LA24824	4H5358B9SEB		Apple-Refresh Laptop
05LA24825	4H5358D2SEB		Apple-Refresh Laptop
05LA24826	4H5358DYSEB		Apple-Refresh Laptop
05LA24828	4H5358J2SEB		Apple-Refresh Laptop
05LA24831	4H5358NGSEB		Apple-Refresh Laptop
05LA24832	4H5358PHSEB		Apple-Refresh Laptop
05LA24833	4H5358URSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

☒ Surplus (only issuing location required.)

17

☐ Transfer (both issuing and receiving location Required.)

Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481

Receiving Location: \_\_\_\_\_

Location Name: Tradewinds

Location Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LL04252	7901GW7		Lexmark Refresh Printer-T640n
08-83171	W87436GLZ5V		13" Macbook
08-83170	W87435VBZ5V		MacBook 13"
08-83166	QP75101PWRQ		APPLE IMAC/17 Flat
05-26681	QP42500CQV5		APPLE IMAC
05-47991	UY4504EBSCZ		APPLE IBOOK
04-02002	G83246C2PQL		APPLE,DESKTOP, EMAC G4
03-84074	UY224Z2LN6S		Computer, Apple iBook
05-34306	UY43400SRAP		APPLE IBOOK G4 COMBO DRIVE/12" DISPLAY
06-05655	4H5361YWSE7		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Submit Surplus/Transfer Form to B-stock

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

SMART  
SURPLUS  
#3  
BLACK

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds Elementary  
Contact Name: Pedro Lopez  
Phone #: 754-322-8700

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
02-16449	ABPH14200470		PROJECTOR, MULTIMEDIA PROXIMA 6860
02-82491	W825816		PRINTER, LEXMARK OPTRA W820N
03-07644	99046PV		PRINTER, LEXMARK T520N
03-07647	99046PR		PRINTER, LEXMARK T520N
03-07649	99046PP		PRINTER, LEXMARK T520N
03-80526	45K9811		COMPUTER, DELL OPTIPLEX 17 INCH
03-80527	74K9811		COMPUTER, DELL OPTIPLEX 17 INCH
03-80529	85K9811		COMPUTER, DELL OPTIPLEX 17 INCH
03-80530	B4K9811		COMPUTER, DELL OPTIPLEX 17 INCH
03-80533	F4K9811		COMPUTER, DELL OPTIPLEX 17 INCH

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Submit Surplus/Transfer Form to B-stock

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

SMART  
SURPLUS  
#3

- ☐ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: Pedro Lopez  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
04-03279	9911MF2		PRINTER, LEXMARK T630N
04-04765	EE20340164C		PROJECTOR, ULTRAPORTABLE, MULTIMEDIA
04-12505	YM3477MYPPB		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C
04-12511	YM3477MZPPB		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C
04-12513	YM347A1FPPB		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C
04-80676	YM32019ENM2		APPLE, EMAC 1GHZ
05-26675	QP424099QB3		APPLE, DESKTOP, IMAC G4 W/15" FLAT PANEL
05-27225	UV4159N9QHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP
05-27229	UV417138QHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP
05-27238	UV41715TQHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

SMART #3  
3

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: Pedro  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05-27245	UV4171LFQHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP
05-34301	940G5F5		PRINTER, LEXMARK C752N, COLOR LASER
05-39885	F4T6CF1		DELL, DESKTOP, PENTIUM 4 W/17" FLAT PANE
05-39886	D0TQX51		DELL, DESKTOP, PENTIUM 4 2/17" FLAT PANE
05-47594	G84513WAR93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-47605	G84514Z6R93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-48010	UV4504HYSCZ		APPLE IBOOK G4
06-02015	G5F000160		PROJECTOR, MULTIMEDIA FOR INSTALL/HITACHI
06-10420	G85519DHTKG		APPLE, DESKTOP, EMAC G4 W/17"
06-10421	G85519FMTKG		APPLE, DESKTOP, EMAC G4 W/17"

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form #3290a  
Rev. 01/05

Submit Surplus/Transfer Form to B-stock

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

SMART  
SURPLUS #3

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds Elem.  
Contact Name: Pedro Lopez  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
06-10428	G85519FCTKG		APPLE, DESKTOP, EMA G4 W/17" FLAT CRT
06-10430	G85519DNTKG		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT
06-10434	G85519DHTKG		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT
07-01677	JPHWK91		DELL, DESKTOP, PENTIUM 4 W/15" FLAT PANEL
07-09485	4H63968FU9B		APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"
07-27075	W87072BHWHS		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
07-27080	W87072JJWHS		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
08-01975	W87239C9YA2		APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"
08-08863	W87381LFWRQ		APPLE IMAC INTEL W/17" FLAT PANEL/COMBO
08-08866	W87382A5WRQ		APPLE IMAC INTEL W/17" FLAT PANEL/COMBO

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form #3290a  
Rev. 01/05

Submit Surplus/Transfer Form to B-stock

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

SMART #3

5

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
 Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
 Location Name: Tradewinds Elem.  
 Contact Name: Pedro Lopez  
 Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
 Location Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24663	4H531CX3SEB		Apple-Refresh Laptop
05LA24673	4H531EBISEB		Apple-Refresh Laptop
05LA24689	4H5326L8SEB		Apple-Refresh Laptop
05LA24690	4H5326V4SEB		Apple-Refresh Laptop
05LA24704	4H5328E9SEB		Apple-Refresh Laptop
05LA24787	4H5354ZCSEB		Apple-Refresh Laptop
05LA24793	4H535528SEB		Apple-Refresh Laptop
05LA24797	4H53556XSEB		Apple-Refresh Laptop
05LL04244	7901HMG		Lexmark Refresh Printer-T640n
03-84053	G83215AZPQL		APPLE EMAC

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Michael A. Breslaw  
 Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Submit Surplus/Transfer Form to B-stock

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

SMART #3

6

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
 Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
 Location Name: Tradewinds Elem  
 Contact Name: Pedro Lopez  
 Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
 Location Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
97-95005	256286		Presenter, Elmo Digital
NO BPI	QP7510IGWRQ		IMAC 17" FLAT

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Michael A. Breslaw  
 Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form #3290a  
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Submit Surplus/Transfer Form to B-stock

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

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Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24818	4H5356ZRSEB		Apple-Refresh Laptop
05LA24820	4H53583FSEB		Apple-Refresh Laptop
05LA24821	4H53589GSEB		Apple-Refresh Laptop
05LA24824	4H5358B9SEB		Apple-Refresh Laptop
05LA24825	4H5358D2SEB		Apple-Refresh Laptop
05LA24826	4H5358DYSEB		Apple-Refresh Laptop
05LA24828	4H5358J2SEB		Apple-Refresh Laptop
05LA24831	4H5358NGSEB		Apple-Refresh Laptop
05LA24832	4H5358PHSEB		Apple-Refresh Laptop
05LA24833	4H5358URSEB		Apple-Refresh Laptop

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Rev. 01/05

Submit Surplus/Transfer Form to B-stock

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

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

17

Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LL04252	7901GW7		Lexmark Refresh Printer-T640n
08-83171	W87436GLZ5V		13" Macbook
08-83170	W87435VBZ5V		MacBook 13"
08-83166	QP75101PWRQ		APPLE IMAC/17 Flat
05-26681	QP42500CQV5		APPLE IMAC
05-47991	UY4504EBSCZ		APPLE IBOOK
04-02002	G83246C2PQL		APPLE,DESKTOP, EMAC G4
03-84074	UY224Z2LN6S		Computer, Apple iBook
05-34306	UY43400SRAP		APPLE IBOOK G4 COMBO DRIVE/12" DISPLAY
06-05655	4H5361YWSE7		APPLE, IBOOK G4 W/CD-RW/DVD/12.1" DISPLA

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form #3290a  
Rev. 01/05

Submit Surplus/Transfer Form to B-stock



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

SMART  
SURPLUS  
#3  
BLACK

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds Elementary  
Contact Name: Pedro Lopez  
Phone #: 754-322-8700

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
02-16449	ABPH14200470		PROJECTOR, MULTIMEDIA PROXIMA 6860
02-82491	W825816		PRINTER, LEXMARK OPTRA W820N
03-07644	99046PV		PRINTER, LEXMARK TS20N
03-07647	99046PR		PRINTER, LEXMARK TS20N
03-07649	99046PP		PRINTER, LEXMARK TS20N
03-80526	45K9811		COMPUTER, DELL OPTIPLEX 17 INCH
03-80527	74K9811		COMPUTER, DELL OPTIPLEX 17 INCH
03-80529	85K9811		COMPUTER, DELL OPTIPLEX 17 INCH
03-80530	B4K9811		COMPUTER, DELL OPTIPLEX 17 INCH
03-80533	F4K9811		COMPUTER, DELL OPTIPLEX 17 INCH

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Rev. 01/05

Submit Surplus/Transfer Form to B-stock

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

SMART  
SURPLUS  
#3

- ☐ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: Pedro Lopez  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
04-03279	9911MF2		PRINTER, LEXMARK T630N
04-04765	EE20340164C		PROJECTOR, ULTRAPORTABLE, MULTIMEDIA
04-12505	YM3477MYPPB		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C
04-12511	YM3477MZPPB		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C
04-12513	YM347A1FPPB		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C
04-80676	YM32019ENM2		APPLE, EMAC 1GHZ
05-26675	QP424099QB3		APPLE, DESKTOP, IMAC G4 W/15" FLAT PANEL
05-27225	UV4159N9QHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP
05-27229	UV417138QHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP
05-27238	UV41715TQHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Submit Surplus/Transfer Form to B-stock

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

SMART #3  
3

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds  
Contact Name: Pedro  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05-27245	UV4171LFQHU		APPLE IBOOK G4 W/CD-RW/DVD-ROM/14.1" DISP
05-34301	940G5F5		PRINTER, LEXMARK C752N, COLOR LASER
05-39885	F4T6CF1		DELL, DESKTOP, PENTIUM 4 W/17" FLAT PANE
05-39886	D0TQX51		DELL, DESKTOP, PENTIUM 4 2/17" FLAT PANE
05-47594	G84513WAR93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-47605	G84514Z6R93		APPLE DESKTOP EMAC G4W/17" FLAT CRT/CD-RW
05-48010	UV4504HYSCZ		APPLE IBOOK G4
06-02015	G5F000160		PROJECTOR, MULTIMEDIA FOR INSTALL/HITACHI
06-10420	G85519DHTKG		APPLE, DESKTOP, EMAC G4 W/17"
06-10421	G85519FMTKG		APPLE, DESKTOP, EMAC G4 W/17"

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Rev. 01/05

Submit Surplus/Transfer Form to B-stock

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

SMART  
SURPLUS #3

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
Location Name: Tradewinds Elem.  
Contact Name: Pedro Lopez  
Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
06-10428	G85519FCTKG		APPLE, DESKTOP, EMA G4 W/17" FLAT CRT
06-10430	G85519DNTKG		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT
06-10434	G85519DHTKG		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT
07-01677	JPHWK91		DELL, DESKTOP, PENTIUM 4 W/15" FLAT PANEL
07-09485	4H63968FU9B		APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"
07-27075	W87072BHWHS		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
07-27080	W87072JJWHS		APPLE DESKTOP IMAC INTEL W/17" FLAT PANE
08-01975	W87239C9YA2		APPLE MACBOOK 1.83GHZ W/CD/RW/DVD 13.3"
08-08863	W87381LFWRQ		APPLE IMAC INTEL W/17" FLAT PANEL/COMBO
08-08866	W87382A5WRQ		APPLE IMAC INTEL W/17" FLAT PANEL/COMBO

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Michael A. Breslaw  
Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form #3290a  
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Submit Surplus/Transfer Form to B-stock

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

SMART #3

5

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☐ Transfer (both issuing and Receiving location Required.)  
 Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
 Location Name: Tradewinds Elem.  
 Contact Name: Pedro Lopez  
 Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
 Location Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
05LA24663	4H531CX3SEB		Apple-Refresh Laptop
05LA24673	4H531EBISEB		Apple-Refresh Laptop
05LA24689	4H5326L8SEB		Apple-Refresh Laptop
05LA24690	4H5326V4SEB		Apple-Refresh Laptop
05LA24704	4H5328E9SEB		Apple-Refresh Laptop
05LA24787	4H5354ZCSEB		Apple-Refresh Laptop
05LA24793	4H535528SEB		Apple-Refresh Laptop
05LA24797	4H53556XSEB		Apple-Refresh Laptop
05LL04244	7901HMG		Lexmark Refresh Printer-T640n
03-84053	G83215AZPQL		APPLE EMAC

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Michael A. Breslaw  
 Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Rev. 01/05

Submit Surplus/Transfer Form to B-stock

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

SMART #3

6

- ☒ Surplus (only issuing location required.)  
☐ Transfer (both issuing and Receiving location Required.)  
 Transfer Assistance Required ☐ yes ☐ no

Issuing Location#: 3481  
 Location Name: Tradewinds Elem  
 Contact Name: Pedro Lopez  
 Phone #: \_\_\_\_\_

Receiving Location: \_\_\_\_\_  
 Location Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

BPI Number <i>If applicable</i>	Serial Number	Model Number	Equipment Description
97-95005	256286		Presenter, Elmo Digital
NO BPI	QP7510IGWRQ		IMAC 17" FLAT

Equipment Transfer/Surplus Approved By: Michael A. Breslaw Released By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Michael A. Breslaw  
 Principal, Department Head or Designee

Transfer Received By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Form #3290a  
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Submit Surplus/Transfer Form to B-stock



Tradewinds EL/3481

SCANNED 8/02/2016 KENT JERDING

**BROWARD SCHOOL DISTRICT TRACKING MATERIAL**

SERIAL NUMBER	MAKE	MODEL	COMMENTS
4H53552FSEB	APPLE	LAPTOP	
4H5311FZQSEB	APPLE	LAPTOP	
4H532900SEB	APPLE	LAPTOP	
4H5311FTGSEB	APPLE	LAPTOP	
4H535590SEB	APPLE	LAPTOP	
4H5329VMSEB	APPLE	LAPTOP	
4H53108ZSEB	APPLE	LAPTOP	
4H532895SEB	APPLE	LAPTOP	
4H535325SEB	APPLE	LAPTOP	
4H531EUTSEB	APPLE	LAPTOP	
UV434000DRAP	APPLE	LAPTOP	
4H531CSRSEB	APPLE	LAPTOP	
4H5356VPSEB	APPLE	LAPTOP	
4H5356HCSEB	APPLE	LAPTOP	
4H535502SEB	APPLE	LAPTOP	
4H5328H1SEB	APPLE	LAPTOP	
4H5329W9SEB	APPLE	LAPTOP	
4H532955SEB	APPLE	LAPTOP	
4H532AD5SEB	APPLE	LAPTOP	
4H535220SEB	APPLE	LAPTOP	
4H5329RFSEB	APPLE	LAPTOP	
4H5329M5SEB	APPLE	LAPTOP	
4H5355Y8SEB	APPLE	LAPTOP	
4H5353DXSEB	APPLE	LAPTOP	
4H535521SEB	APPLE	LAPTOP	
4H5354YMSSEB	APPLE	LAPTOP	
4H53557ASEB	APPLE	LAPTOP	
4H53566DSEB	APPLE	LAPTOP	
4H5353W2SEB	APPLE	LAPTOP	
4H5354WWSEB	APPLE	LAPTOP	
4H5329Q8SEB	APPLE	LAPTOP	
4H5354H1SEB	APPLE	LAPTOP	
4H5353WLSEB	APPLE	LAPTOP	
4H535991SEB	APPLE	LAPTOP	
4H535884SEB	APPLE	LAPTOP	
4H532A4FSEB	APPLE	LAPTOP	
4H535880SEB	APPLE	LAPTOP	
4H535783SEB	APPLE	LAPTOP	
4H5354K4SEB	APPLE	LAPTOP	
4H53537MSEB	APPLE	LAPTOP	
4H535997SEB	APPLE	LAPTOP	
4H5355DWSEB	APPLE	LAPTOP	
4H53556DSEB	APPLE	LAPTOP	

Tradewinds EL/3481

SCANNED 8/02/2016 KENT JERDING

**BROWARD SCHOOL DISTRICT TRACKING MATERIAL**

SERIAL NUMBER	MAKE	MODEL	COMMENTS
4H531CX3SEB	APPLE	LAPTOP	
4H5328E9SEB	APPLE	LAPTOP	
4H53542CSEB	APPLE	LAPTOP	
4H5328QHSEB	APPLE	LAPTOP	
4H5327Y8SEB	APPLE	LAPTOP	
4H5358PHSEB	APPLE	LAPTOP	
4H5356Y5SEB	APPLE	LAPTOP	
4H5329RBSEB	APPLE	LAPTOP	
4H5358URSEB	APPLE	LAPTOP	
4H531F5CSEB	APPLE	LAPTOP	
4H5327CPSEB	APPLE	LAPTOP	
4H5329R9SEB	APPLE	LAPTOP	
4H532A5TSEB	APPLE	LAPTOP	
4H5328GJSEB	APPLE	LAPTOP	
4H53229QSEB	APPLE	LAPTOP	
4H5329F1SEB	APPLE	LAPTOP	
4H5361YWSE7	APPLE	LAPTOP	
4H536207SE7	APPLE	LAPTOP	
4H5326YKSEB	APPLE	LAPTOP	
UV22422UN65	APPLE	LAPTOP	
4H53589GSEB	APPLE	LAPTOP	
4H531DY6SEB	APPLE	LAPTOP	
4H531FE6SEB	APPLE	LAPTOP	
4H53527RSEB	APPLE	LAPTOP	
4H5329N0SEB	APPLE	LAPTOP	
4H532A7RSEB	APPLE	LAPTOP	
4H5329TTSEB	APPLE	LAPTOP	
4H5328GPSEB	APPLE	LAPTOP	
4H535354SEB	APPLE	LAPTOP	
4H53548VSEB	APPLE	LAPTOP	
4H531BDJSEB	APPLE	LAPTOP	
4H531DYESEB	APPLE	LAPTOP	
UV4504F2SCZ	APPLE	LAPTOP	
4H5327X4SEB	APPLE	LAPTOP	
4H531EK6SEB	APPLE	LAPTOP	
4H5329WMSEB	APPLE	LAPTOP	
4H5355G6SEB	APPLE	LAPTOP	
4H5327FFSEB	APPLE	LAPTOP	
4H535685SEB	APPLE	LAPTOP	
4H53548WSEB	APPLE	LAPTOP	
4H5352Q6SEB	APPLE	LAPTOP	
4H5328FKSEB	APPLE	LAPTOP	
4H5354J6SEB	APPLE	LAPTOP	

Tradewinds EL/3481

SCANNED 8/02/2016 KENT JERDING

**BROWARD SCHOOL DISTRICT TRACKING MATERIAL**

SERIAL NUMBER	MAKE	MODEL	COMMENTS
4H53546LSEB	APPLE	LAPTOP	
4H53540WSEB	APPLE	LAPTOP	
4H5358J2SEB	APPLE	LAPTOP	
4H5328HHSEB	APPLE	LAPTOP	
4H5356ZKSEB	APPLE	LAPTOP	
4H5353UFSEB	APPLE	LAPTOP	
4H532958SEB	APPLE	LAPTOP	
4H531EALSEB	APPLE	LAPTOP	
4H5356Y0SEB	APPLE	LAPTOP	
4H532AE0SEB	APPLE	LAPTOP	
4H53288DSEB	APPLE	LAPTOP	
4H5327J6SEB	APPLE	LAPTOP	
4H5355L3SEB	APPLE	LAPTOP	
4H535889SEB	APPLE	LAPTOP	
4H532ABLSEB	APPLE	LAPTOP	
4H53583FSEB	APPLE	LAPTOP	
4H53550USEB	APPLE	LAPTOP	
4H53556WSEB	APPLE	LAPTOP	
4H5358NGSEB	APPLE	LAPTOP	
4H5358DYSEB	APPLE	LAPTOP	
4H53551MSEB	APPLE	LAPTOP	
4H53540VSEB	APPLE	LAPTOP	
4H53557ZSEB	APPLE	LAPTOP	
4H531DY0SEB	APPLE	LAPTOP	
4H5328E0SEB	APPLE	LAPTOP	
UV4504HYSZC	APPLE	LAPTOP	
4H5326L8SEB	APPLE	LAPTOP	
4H535528SEB	APPLE	LAPTOP	
4H531EB1SEB	APPLE	LAPTOP	
4H53556KSEB	APPLE	LAPTOP	
4H5326V4SEB	APPLE	LAPTOP	
4H5329EUSEB	APPLE	LAPTOP	
4H532A6ASEB	APPLE	LAPTOP	
4H5329SKSEB	APPLE	LAPTOP	
4H5329YRSEB	APPLE	LAPTOP	
4H5328QGSEB	APPLE	LAPTOP	
4H5354J1SEB	APPLE	LAPTOP	
4H531FZRSEB	APPLE	LAPTOP	
4H5354TASEB	APPLE	LAPTOP	
4H5329VDSEB	APPLE	LAPTOP	
UV4502KPSZC	APPLE	LAPTOP	
UV4504PKSCZ	APPLE	LAPTOP	
UV434005RAP	APPLE	LAPTOP	

Tradewinds EL/3481

SCANNED 8/02/2016 KENT JERDING

**BROWARD SCHOOL DISTRICT TRACKING MATERIAL**

SERIAL NUMBER	MAKE	MODEL	COMMENTS
4H5361X5SE7	APPLE	LAPTOP	
UV45048VSCZ	APPLE	LAPTOP	
4H53558ESEB	APPLE	LAPTOP	
4H532835SEB	APPLE	LAPTOP	
UV4504EBSCZ	APPLE	LAPTOP	
4H5353YMSSEB	APPLE	LAPTOP	
4H5328ALSEB	APPLE	LAPTOP	
4H5329W0SEB	APPLE	LAPTOP	
4H5361XFSE7	APPLE	LAPTOP	
4H5354MWSEB	APPLE	LAPTOP	
4H5356XGSEB	APPLE	LAPTOP	
UV4502F0SCZ	APPLE	LAPTOP	
4H5355YHSEB	APPLE	LAPTOP	
4H531DK5SEB	APPLE	LAPTOP	
4H5328VPSEB	APPLE	LAPTOP	
W87436GLZSV	APPLE	LAPTOP	
4S84801X67C	APPLE	LAPTOP	
4H6396BXU9B	APPLE	LAPTOP	
W87240WVYA2	APPLE	LAPTOP	
W87240ZGYA2	APPLE	LAPTOP	
W8834N9F0P1	APPLE	LAPTOP	
W8552002UT6	APPLE	LAPTOP	
W873372YZ5W	APPLE	LAPTOP	
W87240WVYA2	APPLE	LAPTOP	
4H639683U9B	APPLE	LAPTOP	
W873373QZ5W	APPLE	LAPTOP	
W87338Z5Z5W	APPLE	LAPTOP	
W8834NK80P1	APPLE	LAPTOP	
4H63968FU9B	APPLE	LAPTOP	
W87239C9YA2	APPLE	LAPTOP	
W8834NA50P1	APPLE	LAPTOP	
W872410EYA2	APPLE	LAPTOP	
4H63969XU9B	APPLE	LAPTOP	
4H63968QU9B	APPLE	LAPTOP	
W87239G4YA2	APPLE	LAPTOP	
W87435VBZ5V	APPLE	LAPTOP	
W8834NL80P1	APPLE	LAPTOP	
W89366CL9GU	APPLE	LAPTOP	
UV4171LFQHU	APPLE	LAPTOP	
UV417138QHU	APPLE	LAPTOP	
UV417DA5QHU	APPLE	LAPTOP	
UV417CV9QHU	APPLE	LAPTOP	
UV417UDZQHU	APPLE	LAPTOP	

Tradewinds EL/3481

SCANNED 8/02/2016 KENT JERDING

**BROWARD SCHOOL DISTRICT TRACKING MATERIAL**

SERIAL NUMBER	MAKE	MODEL	COMMENTS
UV4171VMQHU	APPLE	LAPTOP	QTY: 180
UV4171DXQHU	APPLE	LAPTOP	
UV41585QQHU	APPLE	LAPTOP	
UV417255QHU	APPLE	LAPTOP	
UV4159NQHJ	APPLE	LAPTOP	
UV41715TQHU	APPLE	LAPTOP	
W893679U9GU	APPLE	LAPTOP	
4H63966WU9B	APPLE	LAPTOP	
YM32019DNM2	APPLE	EMAC	
G8324670PQL	APPLE	EMAC	
YM3101GTJ88	APPLE	EMAC	
G8324680PQL	APPLE	EMAC	
G85519ESTKG	APPLE	EMAC	
G8313324NDH	APPLE	EMAC	
G831331XNDH	APPLE	EMAC	
YM2062C7ML4	APPLE	EMAC	
G84513VGR93	APPLE	EMAC	
YM347A1BPPB	APPLE	EMAC	
G85519DJTKG	APPLE	EMAC	
G8324664PQL	APPLE	EMAC	
G8324688PQL	APPLE	EMAC	
G85519FFTKG	APPLE	EMAC	
YM317A05NM2	APPLE	EMAC	
G832465TPQL	APPLE	EMAC	
G832468LPQL	APPLE	EMAC	
G832468DPQL	APPLE	EMAC	
G845142BR93	APPLE	EMAC	
G8451427R93	APPLE	EMAC	
G83246C2PQL	APPLE	EMAC	
G83246CXQQL	APPLE	EMAC	
G8324623PQL	APPLE	EMAC	
G832466DPQL	APPLE	EMAC	
G832468WPQL	APPLE	EMAC	
YM3477N6PPB	APPLE	EMAC	
YM32019CNM2	APPLE	EMAC	
G832462LPQL	APPLE	EMAC	
G8324634PQL	APPLE	EMAC	
G8324635PQL	APPLE	EMAC	
QT3070TSP19	APPLE	EMAC	
QT3033ULP19	APPLE	EMAC	
QP4240A3QB3	APPLE	EMAC	
QP42500CQV5	APPLE	EMAC	

Tradewinds EL/3481

SCANNED 8/02/2016 KENT JERDING

**BROWARD SCHOOL DISTRICT TRACKING MATERIAL**

SERIAL NUMBER	MAKE	MODEL	COMMENTS
G85519E1TKG	APPLE	EMAC	QTY: 78
QP75101PWRQ	APPLE	IMAC	
W873806XWRQ	APPLE	IMAC	
QP85102G2JW	APPLE	IMAC	
W87380XYWRQ	APPLE	IMAC	
W864608DWH5	APPLE	IMAC	
W87371SLWRQ	APPLE	IMAC	
W87072BYWH5	APPLE	IMAC	
W87382K6WRQ	APPLE	IMAC	
QP751014WRQ	APPLE	IMAC	
W87511NYWRQ	APPLE	IMAC	
W87072K8WH5	APPLE	IMAC	
W87072JFWH5	APPLE	IMAC	
W87230U7WH5	APPLE	IMAC	
W87061KZWH5	APPLE	IMAC	
QP75100HWRQ	APPLE	IMAC	
W87072BZWH5	APPLE	IMAC	
W864605EWH5	APPLE	IMAC	
W87072KAWH5	APPLE	IMAC	
QP42408WQB3	APPLE	IMAC	
W87072JJWH5	APPLE	IMAC	
W87072BHWH5	APPLE	IMAC	
W87381LFWRQ	APPLE	IMAC	
QP75101GWRQ	APPLE	IMAC	
W87382A5WRQ	APPLE	IMAC	QTY: 24
74K9811	DELL	DESKTOP	
F4K9811	DELL	DESKTOP	
85K9811	DELL	DESKTOP	
84K9811	DELL	DESKTOP	
45K9811	DELL	DESKTOP	
D0TQX51	DELL	DESKTOP	
F4T6CF1	DELL	DESKTOP	
JPHWK91	DELL	DESKTOP	
G84383QCQPM	APPLE	DESKTOP	QTY: 9
9910BNK	LEXMARK	PRINTER	
9925TMV	LEXMARK	PRINTER	
9925K9D	LEXMARK	PRINTER	
7901GW7	LEXMARK	PRINTER	
W825816	LEXMARK	PRINTER	
99046PV	LEXMARK	PRINTER	

Tradewinds EL/3481

SCANNED 8/02/2016 KENT JERDING

**BROWARD SCHOOL DISTRICT TRACKING MATERIAL**

SERIAL NUMBER	MAKE	MODEL	COMMENTS
YM3477N4PPB	APPLE	EMAC	LOCATE DATE OF PU TO RESCAN
G832469BPQL	APPLE	EMAC	
G83180T5NM2	APPLE	EMAC	
G82266HAN54	APPLE	EMAC	
G832468JPQL	APPLE	EMAC	
YM32019ANM2	APPLE	EMAC	
YM32017XNM2	APPLE	EMAC	
YM320189NM2	APPLE	EMAC	
G85519DDTKG	APPLE	EMAC	
G832462JPQL	APPLE	EMAC	
YM347A3KPPB	APPLE	EMAC	
G832467KPQL	APPLE	EMAC	
G83172YUNM2	APPLE	EMAC	
G832469KPQL	APPLE	EMAC	
G84513RZR93	APPLE	EMAC	
YM317CW5NM2	APPLE	EMAC	
G83173CVNM2	APPLE	EMAC	
G85519DMTKG	APPLE	EMAC	
G832462BPQL	APPLE	EMAC	
G84513TQR93	APPLE	EMAC	
G84513RHR93	APPLE	EMAC	
G85519F9TKG	APPLE	EMAC	
G84513UBR93	APPLE	EMAC	
G84513SUR93	APPLE	EMAC	
G831734XNM2	APPLE	EMAC	
G82266FMN54	APPLE	EMAC	
YM3477MZPPB	APPLE	EMAC	
G85519DNMTG	APPLE	EMAC	
G85519DHTKG	APPLE	EMAC	
QP424099QB3	APPLE	EMAC	
G85519DFTKG	APPLE	EMAC	
G84513WAR93	APPLE	EMAC	
G85519FCTKG	APPLE	EMAC	
YM347A1FPPB	APPLE	EMAC	
G83215AZPQL	APPLE	EMAC	
G8451426R93	APPLE	EMAC	
YM32019ENM2	APPLE	EMAC	
G832463XPQL	APPLE	EMAC	
YM320197NM2	APPLE	EMAC	
YM320188NM2	APPLE	EMAC	
YM3477MYPPB	APPLE	EMAC	
G85519FMTKG	APPLE	EMAC	
G85519DTKG	APPLE	EMAC	

Tradewinds EL/3481

SCANNED 8/02/2016 KENT JERDING

**BROWARD SCHOOL DISTRICT TRACKING MATERIAL**

SERIAL NUMBER	MAKE	MODEL	COMMENTS
99046PR	LEXMARK	PRINTER	QTY: 10
99046PP	LEXMARK	PRINTER	
9911MF2	LEXMARK	PRINTER	
940G5F5	LEXMARK	PRINTER	
XA1110R6KQ3	APPLE	MONITOR	
ABPH14200470	PROXIMA	PROJECTOR	
EE20340164C	EPSON	PROJECTOR	
G5F000160	HITACHI	PROJECTOR	
256286	ELMO	PROJECTOR	
QTY : 57	MISC	NETWORK	



**Ali Arcese**

---

**From:** Carolyn L. Ellis  
**Sent:** Monday, October 17, 2016 11:00 AM  
**To:** Michael A. Breslaw  
**Cc:** Priscilla L Moxey; Ali Arcese; Meena S. Tharayil; Pedro Lopez  
**Subject:** 3481 Surplus Declaration/Transfer Report Receipt  
**Attachments:** 10-14-16 3481.pdf

**The attached PDF file confirms receipt of your *Surplus Declaration/Transfer Report Form*** by the Accounting and Financial Reporting Department. These items are currently being processed by the Capital Assets team. If we have any inquiries regarding these documents, you will be contacted in the near future.

If you have any questions please contact Capital Assets at 754-321-2270.

Capital Assets Team Member

**Ali Arcese**

---

**From:** Magdalena Arauz  
**Sent:** Wednesday, January 04, 2017 2:58 PM  
**Subject:** Updates PNI811 Master DB 20161223

The District's Master File of Capital Assets database has been updated to reflect new equipment purchases, the deletion of surplus equipment, transfers, and adjustments to record descriptions and serial numbers. **Your location's inventory of tangible personal property may have been impacted by this update.**

If your location is listed in the attached .xls (Excel) file, access the OptiSpool Web to retrieve the applicable reports detailing the additions, deletions, and changes to your inventory. Review all inventory reports to ensure accuracy of the changes made to inventory. Any errors should be promptly reported to Accounting & Financial Reporting-Capital Assets via CAB email to the "Capital Assets Conference." **If no inventory reports are contained in your OptiSpool file, then your inventory was not impacted by this update.**

Please see attachment for a listing of locations impacted by this update. Locations on the attached list should request a new PNI811 inventory download file. For information pertaining to Property and Inventory downloads and report requests, you may access the following web site: <http://www.broward.k12.fl.us/erp/itsupport/propertyinventory.html>

PNI811 download requests must be sent directly to me. Remember to include your location number and location name in the request. Also, if your name in SAP differs from the one in your email signature, please provide the name as listed in SAP "or" your Personnel Number.

Thank you.

Magda

**Magdalena Arauz**  
 Network Analyst II  
 Production Control, I&T Dept.  
 7720 W Oakland Park Blvd.  
 Sunrise, FL 33323  
 (754)321-0314  
[Magdalena.Arauz@browardschools.com](mailto:Magdalena.Arauz@browardschools.com)  
[browardschools.com](http://browardschools.com)



Educating Today's Students to  
Succeed in Tomorrow's World

Under Florida law e-mail addresses and all communications, including e-mail communications made or received in connection with the transaction of School Board business, are public records which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact the office by phone.

The School Board of Broward County, Florida, expressly prohibits bullying, including cyberbullying, by or towards any student or employee. See Policy 5.9 Anti-Bullying for additional information.<sup>39</sup>

## Exhibit A-5

5/30/2017

OptiSpool Print

[illegible]

<https://webapp.browardschools.com/optispool/ospoolprint/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1> 1/61

5/30/2017

OptiSpool Print

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<https://webapp.browardschools.com/optispool/cspoolprint/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1> 2/61

5/30/2017

OptiSpool Print

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<https://webapp.browardschools.com/optispool/ospool/print/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1> 3/61

5/30/2017

OptiSpool Print

CHANGED FIXED ASSETS REPORT						PAGE 3
PPF054C 12/02/76 9:14 THE SCHOOL BOARD OF BROWARD COUNTY						
LNK: CH81 PNF045C						
[BPI NUMBER CHANGE DATE  SERIAL NUMBER]	C H A N G E M E S S A G E	<<< C H A N G E V A L U E >>>>>>>>>>>>	<<< C O M M E N T S >>>>			
03-80527 10/31/16 74K9811	THE CONDITION HAS CHANGED>>>>>>>>>>>>FROM: T TO: P					
03-80527 10/31/16 74K9811	THE LOCATION HAS CHANGED>>>>>>>>>>>>FROM: 3481 TO: 5999				ITEM MOVED TO SURPLUS	
03-80527 10/31/16 74K9811	THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>FROM: 3481 TO: 3481					
03-80529 10/31/16 85K9811	THE CONDITION HAS CHANGED>>>>>>>>>>>>FROM: T TO: P					
03-80529 10/31/16 85K9811	THE LOCATION HAS CHANGED>>>>>>>>>>>>FROM: 3481 TO: 5999				ITEM MOVED TO SURPLUS	
03-80529 10/31/16 85K9811	THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>FROM: TO: 3481					
03-80530 10/31/16 84K9811	THE CONDITION HAS CHANGED>>>>>>>>>>>>FROM: T TO: P					
03-80530 10/31/16 84K9811	THE LOCATION HAS CHANGED>>>>>>>>>>>>FROM: 3481 TO: 5999				ITEM MOVED TO SURPLUS	
03-80530 10/31/16 84K9811	THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>FROM: TO: 3481					
03-80533 10/31/16 74K9811	THE CONDITION HAS CHANGED>>>>>>>>>>>>FROM: T TO: P					
03-80533 10/31/16 74K9811	THE LOCATION HAS CHANGED>>>>>>>>>>>>FROM: 3481 TO: 5999				ITEM MOVED TO SURPLUS	
03-80533 10/31/16 74K9811	THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>FROM: TO: 3481					
03-84653 10/31/16 G8321SAZPQL	THE CONDITION HAS CHANGED>>>>>>>>>>>>FROM: T TO: P					
03-84653 10/31/16 G8321SAZPQL	THE LOCATION HAS CHANGED>>>>>>>>>>>>FROM: 3481 TO: 5999				ITEM MOVED TO SURPLUS	

<https://webapp.browardschools.com/optispool/ospool/print/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1> 4/61

## Exhibit A-5

5/30/2017

OptiSpool Print

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561

5/30/2017

OptiSpool Print

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<https://webapp.browardschools.com/optispool/ospool/print/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1>

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5/30/2017

OptiSpool Print

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<https://webapp.browardschools.com/opispool/ospool/print/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1>

6/61

5/30/2017

OptiSpool Print

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<https://webapp.browardschools.com/optispool/ospool/print/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1>

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## Exhibit A-5

5/30/2017

OptiSpool Print

PCPD54C 11/02/16 9:14		THE SCHOOL BOARD OF BROWARD COUNTY		PAGE 9	
LOCN: 3481		CHANGED FIXED ASSETS REPORT			
		PN1954C			
BP#	NUMBER	CHANGE DATE	CHANGE MESSAGE	CHANGE VALUE	COMMENTS
SERIAL	NUMBER				
04-02029	10/31/16	THE LOCATION HAS CHANGED	FROM: 3481		ITEM MOVED TO SURPLUS
04-02029	10/31/16	THE LOCATION HAS CHANGED	TO: 5999		
04-02029	10/31/16	THE OLD LOCATION HAS CHANGED	FROM: 3481		
04-02029	10/31/16	THE OLD LOCATION HAS CHANGED	TO: 3481		
04-03279	10/31/16	THE CONDITION HAS CHANGED	FROM: T		
04-03279	10/31/16	THE CONDITION HAS CHANGED	TO: P		
04-03279	10/31/16	THE LOCATION HAS CHANGED	FROM: 3481		ITEM MOVED TO SURPLUS
04-03279	10/31/16	THE LOCATION HAS CHANGED	TO: 5999		
04-03279	10/31/16	THE OLD LOCATION HAS CHANGED	FROM: 3481		
04-03279	10/31/16	THE OLD LOCATION HAS CHANGED	TO: 3481		
04-04765	10/31/16	THE CONDITION HAS CHANGED	FROM: T		
04-04765	10/31/16	THE CONDITION HAS CHANGED	TO: P		
04-04765	10/31/16	THE LOCATION HAS CHANGED	FROM: 3481		ITEM MOVED TO SURPLUS
04-04765	10/31/16	THE LOCATION HAS CHANGED	TO: 5999		
04-04765	10/31/16	THE OLD LOCATION HAS CHANGED	FROM: 3481		
04-04765	10/31/16	THE OLD LOCATION HAS CHANGED	TO: 3481		
04-05441	10/31/16	THE CONDITION HAS CHANGED	FROM: T		
04-05441	10/31/16	THE CONDITION HAS CHANGED	TO: P		
04-05441	10/31/16	THE LOCATION HAS CHANGED	FROM: 3481		ITEM MOVED TO SURPLUS
04-05441	10/31/16	THE LOCATION HAS CHANGED	TO: 5999		
04-05441	10/31/16	THE OLD LOCATION HAS CHANGED	FROM: 3481		
04-05441	10/31/16	THE OLD LOCATION HAS CHANGED	TO: 3481		
04-05442	10/31/16	THE CONDITION HAS CHANGED	FROM: T		
04-05442	10/31/16	THE CONDITION HAS CHANGED	TO: P		
04-05442	10/31/16	THE LOCATION HAS CHANGED	FROM: 3481		ITEM MOVED TO SURPLUS
04-05442	10/31/16	THE LOCATION HAS CHANGED	TO: 5999		
04-05442	10/31/16	THE OLD LOCATION HAS CHANGED	FROM: 3481		
04-05442	10/31/16	THE OLD LOCATION HAS CHANGED	TO: 3481		

<https://webapp.browardschools.com/optispool/ospoolprint/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1> 9/61

5/30/2017

OptiSpool Print

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<https://webapp.browardschools.com/optispool/ospoolprint/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1> 10/61

5/30/2017

OptiSpool Print

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<https://webapp.browardschools.com/optispool/ospool/print/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1> 11/61

5/30/2017

OptiSpool Print

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<https://webapp.browardschools.com/optispool/ospool/print/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1> 12/61

## Exhibit A-5

5/30/2017

OptiSpool Print

PCP054C 11/02/16 9:14 THE SCHOOL BOARD OF BROWARD COUNTY						PAGE 13
CHANGED FIXED ASSETS REPORT						
PN1954C						
LCN: 3481						
BPNT	CHANGE DATE	C H A N G E M E S S A G E	<<< C H A N G E V A L U E >>>>>>>>>>>>	<<< C O M M E N T S >>>		
SERIAL NUMBER						
04-88675 10/31/16		THE CONDITION HAS CHANGED>>>>>>>>>>>>	FROM: T			
VY320190W2			TO: P			
04-88675 10/31/16		THE LOCATION HAS CHANGED>>>>>>>>>>>>	FROM: 3481		ITEM MOVED TO SURPLUS	
VY320190W2			TO: 5999			
04-88675 10/31/16		THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>	FROM: T			
VY320190W2			TO: 3481			
04-88676 10/31/16		THE CONDITION HAS CHANGED>>>>>>>>>>>>	FROM: T			
VY32019EN2			TO: P			
04-88676 10/31/16		THE LOCATION HAS CHANGED>>>>>>>>>>>>	FROM: 3481		ITEM MOVED TO SURPLUS	
VY32019EN2			TO: 5999			
04-88676 10/31/16		THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>	FROM: T			
VY32019EN2			TO: 3481			
05-26675 10/31/16		THE CONDITION HAS CHANGED>>>>>>>>>>>>	FROM: T			
QV42409QB3			TO: P			
05-26675 10/31/16		THE LOCATION HAS CHANGED>>>>>>>>>>>>	FROM: 3481		ITEM MOVED TO SURPLUS	
QV42409QB3			TO: 5999			
05-26675 10/31/16		THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>	FROM: T			
QV42409QB3			TO: 3481			
05-26677 10/31/16		THE CONDITION HAS CHANGED>>>>>>>>>>>>	FROM: T			
QV42408WQ3			TO: P			
05-26677 10/31/16		THE LOCATION HAS CHANGED>>>>>>>>>>>>	FROM: 3481		ITEM MOVED TO SURPLUS	
QV42408WQ3			TO: 5999			
05-26677 10/31/16		THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>	FROM: T			
QV42408WQ3			TO: 3481			
05-26679 10/31/16		THE CONDITION HAS CHANGED>>>>>>>>>>>>	FROM: T			
QV42408AQ3			TO: P			
05-26679 10/31/16		THE LOCATION HAS CHANGED>>>>>>>>>>>>	FROM: 3481		ITEM MOVED TO SURPLUS	
QV42408AQ3			TO: 5999			

<https://webapp.browardschools.com/optispool/ospoolprint/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1> 13/61

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5/30/2017

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FPC95AC 11/02/16 9:14 THE SCHOOL BOARD OF BROWARD COUNTY						PAGE 31
CHANGED FIXED ASSETS REPORT PN195AC						
LOCN: 3481						
BPTI NUMBER CHANGE DATE  SERIAL NUMBER	C H A N G E M E S S A G E	<<< C H A N G E V A L U E >>>>>>>>>>>>>>	<<< C O M M E N T S >>>			
08-08858 10/31/16 W87371SLUQR	THE CONDITION HAS CHANGED>>>>>>>>>>>>>>FROM: T					
		TO: P				
08-08858 10/31/16 W87371SLUQR	THE LOCATION HAS CHANGED>>>>>>>>>>>>>>FROM: 3481				ITEM MOVED TO SURPLUS	
		TO: 5999				
08-08858 10/31/16 W87371SLUQR	THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>>>FROM:					
		TO: 3481				
08-08858 10/31/16 W8738BQNRQ	THE CONDITION HAS CHANGED>>>>>>>>>>>>>>FROM: T					
		TO: P				
08-08858 10/31/16 W8738BQNRQ	THE LOCATION HAS CHANGED>>>>>>>>>>>>>>FROM: 3481				ITEM MOVED TO SURPLUS	
		TO: 5999				
08-08858 10/31/16 W8738BQNRQ	THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>>>FROM:					
		TO: 3481				
08-08861 10/31/16 W8738BYHQRQ	THE CONDITION HAS CHANGED>>>>>>>>>>>>>>FROM: T					
		TO: P				
08-08861 10/31/16 W8738BYHQRQ	THE LOCATION HAS CHANGED>>>>>>>>>>>>>>FROM: 3481				ITEM MOVED TO SURPLUS	
		TO: 5999				
08-08861 10/31/16 W8738BYHQRQ	THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>>>FROM:					
		TO: 3481				
08-08863 10/31/16 W8738LFLPQRQ	THE CONDITION HAS CHANGED>>>>>>>>>>>>>>FROM: T					
		TO: P				
08-08863 10/31/16 W8738LFLPQRQ	THE LOCATION HAS CHANGED>>>>>>>>>>>>>>FROM: 3481				ITEM MOVED TO SURPLUS	
		TO: 5999				
08-08863 10/31/16 W8738LFLPQRQ	THE OLD LOCATION HAS CHANGED>>>>>>>>>>>>>>FROM:					
		TO: 3481				
08-08866 10/31/16 W8738ZASQRQ	THE CONDITION HAS CHANGED>>>>>>>>>>>>>>FROM: T					
		TO: P				
08-08866 10/31/16 W8738ZASQRQ	THE LOCATION HAS CHANGED>>>>>>>>>>>>>>FROM: 3481				ITEM MOVED TO SURPLUS	
		TO: 5999				

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## Exhibit A-5

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## Exhibit A-5

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5/30/2017

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PC954C	11/02/76	9:14	THE SCHOOL BOARD OF BROWARD COUNTY		PAGE 48
			CHANGED FIXED ASSETS REPORT		
LOCN: 3481			PN954C		
[BPI NUMBER]	[CHANGE DATE]	C H A N G E M E S S A G E	<<< C H A N G E V A L U E >>>>>>>>	<<< C O M M E N T S >>>>>>>>	
SERIAL NUMBER					
=====					
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4H5327X45EB		TO: P			
05LA24696	10/31/16	THE LOCATION HAS CHANGED>>>>>>>>FROM: 3481			ITEM MOVED TO SURPLUS
4H5327X45EB		TO: 5999			
05LA24696	10/31/16	THE OLD LOCATION HAS CHANGED>>>>>>>>FROM: 3481			
4H5327X45EB		TO: 3481			
05LA24697	10/31/16	THE CONDITION HAS CHANGED>>>>>>>>FROM: T			
4H5327Y85EB		TO: P			
05LA24697	10/31/16	THE LOCATION HAS CHANGED>>>>>>>>FROM: 3481			ITEM MOVED TO SURPLUS
4H5327Y85EB		TO: 5999			
05LA24697	10/31/16	THE OLD LOCATION HAS CHANGED>>>>>>>>FROM:			
4H5327Y85EB		TO: 3481			
05LA24699	10/31/16	THE CONDITION HAS CHANGED>>>>>>>>FROM: T			
4H5328J35EB		TO: P			
05LA24699	10/31/16	THE LOCATION HAS CHANGED>>>>>>>>FROM: 3481			ITEM MOVED TO SURPLUS
4H5328J35EB		TO: 5999			
05LA24699	10/31/16	THE OLD LOCATION HAS CHANGED>>>>>>>>FROM:			
4H5328J35EB		TO: 3481			
05LA24700	10/31/16	THE CONDITION HAS CHANGED>>>>>>>>FROM: T			
4H5328M05EB		TO: P			
05LA24700	10/31/16	THE LOCATION HAS CHANGED>>>>>>>>FROM: 3481			ITEM MOVED TO SURPLUS
4H5328M05EB		TO: 5999			
05LA24700	10/31/16	THE OLD LOCATION HAS CHANGED>>>>>>>>FROM:			
4H5328M05EB		TO: 3481			
05LA24701	10/31/16	THE CONDITION HAS CHANGED>>>>>>>>FROM: T			
4H5328P95EB		TO: P			
05LA24701	10/31/16	THE LOCATION HAS CHANGED>>>>>>>>FROM: 3481			ITEM MOVED TO SURPLUS
4H5328P95EB		TO: 5999			

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## Exhibit A-5

5/30/2017

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## Exhibit A-5

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OptiSpool Print

BPT NUMBER		CHANGE DATE	CHANGE MESSAGE	CHANGE VALUE	COMMENTS
05LA24725	10/31/16	THE LOCATION HAS CHANGED	FROM: 3481		ITEM MOVED TO SURPLUS
4HS329R9S5B			TO: 5999		
05LA24725	10/31/16	THE OLD LOCATION HAS CHANGED	FROM: 3481		
4HS329R9S5B			TO: 3481		
05LA24726	10/31/16	THE CONDITION HAS CHANGED	FROM: T		
4HS329R8S5B			TO: P		
05LA24726	10/31/16	THE LOCATION HAS CHANGED	FROM: 3481		ITEM MOVED TO SURPLUS
4HS329R8S5B			TO: 5999		
05LA24726	10/31/16	THE OLD LOCATION HAS CHANGED	FROM: 3481		
4HS329R8S5B			TO: 3481		
05LA24727	10/31/16	THE CONDITION HAS CHANGED	FROM: T		
4HS329R5S5B			TO: P		
05LA24727	10/31/16	THE LOCATION HAS CHANGED	FROM: 3481		ITEM MOVED TO SURPLUS
4HS329R5S5B			TO: 5999		
05LA24727	10/31/16	THE OLD LOCATION HAS CHANGED	FROM: 3481		
4HS329R5S5B			TO: 3481		
05LA24728	10/31/16	THE CONDITION HAS CHANGED	FROM: T		
4HS329S5S5B			TO: P		
05LA24728	10/31/16	THE LOCATION HAS CHANGED	FROM: 3481		ITEM MOVED TO SURPLUS
4HS329S5S5B			TO: 5999		
05LA24728	10/31/16	THE OLD LOCATION HAS CHANGED	FROM: 3481		
4HS329S5S5B			TO: 3481		
05LA24729	10/31/16	THE CONDITION HAS CHANGED	FROM: T		
4HS329S6S5B			TO: P		
05LA24729	10/31/16	THE LOCATION HAS CHANGED	FROM: 3481		ITEM MOVED TO SURPLUS
4HS329S6S5B			TO: 5999		
05LA24729	10/31/16	THE OLD LOCATION HAS CHANGED	FROM: 3481		
4HS329S6S5B			TO: 3481		

<https://webapp.browardschools.com/optispool/ospoolprint/OSPrint2.aspx?first=0&user=sp1095130&arch=0000020238382&from=00001&to=00061&first=1> 45/61

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

**VALERIE S. WANZA, Ph.D.  
CHIEF OFFICER**

**Phone: 754-321-3838**

**Facsimile: 754-321-3886**

June 6, 2017

TO: Patrick Reilly, Chief Auditor  
Office of the Chief Auditor

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

SUBJECT: **PROPERTY AND INVENTORY RESPONSE  
TRADEWINDS ELEMENTARY SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2016-17 property and inventory audit for Tradewinds 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 individuals who have been identified by the principal to assist with asset management receive the proper training in this area.
- The cadre director will review the school's quarterly property and inventory checks and provide feedback to the principal.
- The cadre director will review the school's progress in this area during her 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/LP:tlw

cc: Linda Pazos, Director, School Performance & Accountability  
Michael Breslaw, Principal, Tradewinds Elementary School



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Tradewinds Elementary School  
Michael A. Breslaw, Principal  
5400 Johnson Road  
Coconut Creek, FL 33073  
Telephone 754-322-8700  
Facsimile 754-322-8740  
michael.breslaw@browardschools.com  
http://tradewinds.browardschools.com


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Ann Murray  
Dr. Rosalind Osgood

Robert W. Runcie  
Superintendent of Schools

DATE: May 31, 2017

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

FROM: Michael A. Breslaw, Principal   
Tradewinds Elementary School (3481)

SUBJECT: **RESPONSE TO AUDIT FINDINGS AND ACTION PLAN**

An immediate and precise corrective plan is of high-priority as a result of the recent audit on Tradewinds Elementary's Property and Inventory. This corrective action plan will eliminate the findings identified and have already been implemented.

**Corrective Action Plan** – The principal met with the school's Property and Inventory Team; Micro-technology Specialist, Assistant Principal, Assistant Principal Intern and Head Custodian to review all Business Practice Bulletin O-100 - Procedure for Property & Inventory Control. Section F outlines the Surplus of Tangible Personal Property and specifies that each location surplus obsolete and/or damaged tangible property in order to remove these records from the list of fixed assets (PNI 811) as a result of semi-annual inventories. The 3290A Surplus/Transfer Declaration Forms are to be completed to identify these items to be salvaged. Each item must list the BPI, serial, model number as well as the equipment description. This form is to be approved, signed and dated by the principal who will be present at the arranged pick-up date and time. The principal will verify that the property records have been removed by requesting a PNI 811 from Information & Technology.

Section H outlines Property Audits of Tangible Personal Property. The Inventory team will conduct Quarterly Inventories to ensure compliance with all procedures. The following procedures have been discussed and implemented:

- The Inventory Team will attend Information and Technology's *Inventory Process and Tips Training*.
- The principal met with the Leadership and Inventory Team to determine Quarterly Property and Inventories to certify that the school and District's asset records are accurately maintained and updated.
- Fixed Assets Location Inventory Report (PNI 811) was retrieved from Optispool and was compared to the OCA Inventory Audit Utility Filemaker Database requested from the Office of the Chief Auditor. This will be conducted two times per month.





## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

The School Board of  
Broward County, Florida

- Procedures are in place to ensure surplussing of equipment and that appropriate documentation are completed as stated in Business Practice Bulletin O-100. This protocol has been reviewed with all staff.
- Procedures have been reviewed and changed to ensure all 3290A Forms are accurately completed prior to any item leaving the building.
- Procedures will be in place for items being surplussed placing an inventory list on each box with the items it contains. This will be completed by the Micro-Technology Specialist, but checked by the Principal prior to anything leaving the building.
- A Property and Inventory binder has been organized to include PNI 811s, School-wide and SMART Inventories, Property Passes, Purchase Orders, 3290A Forms, Work Orders and a Yearly Checklist of dates and signatures of persons responsible for Inventory Procedures.
- Quarterly Reports will be reviewed by Director with Principal.

The following is a checklist of expectations to be conducted monthly or on an as needed basis:

- July-August: The Inventory Team will annually attend the *Inventory Process and Tips Training*.
- August 30<sup>th</sup>: Quarter 1 Inventory
- August 30<sup>th</sup>: Inventory Room Checklists will be updated and signed by the Principal and Staff member Assigned to Room/Area
- September 15<sup>th</sup>: Property and Inventory Team and Leadership Meeting
- October, November and December: Principal will ensure Inventory Database accuracy and Walkthroughs
- January 15<sup>th</sup>: Quarter 2 Inventory
- February 15<sup>th</sup>: Property and Inventory Team and Leadership Meeting
- March: Principal will ensure Inventory Database accuracy and Walkthroughs
- April 15<sup>th</sup>: Quarter 3 Inventory
- May 15<sup>th</sup>: Property and Inventory Team and Leadership Meeting
- June 10<sup>th</sup>: Quarter 4 Inventory
- June 15<sup>th</sup>: Property and Inventory Team Meeting



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

The School Board of  
Broward County, Florida

**Tradewinds Elementary School - Property and Inventory Checklist**

Completion Dates	Task	Responsible Person(s)	Signature	Date
July (First Week of 216 Return)	Property and Inventory Team Attends Training	Administration Micro-Technology Head Custodian		
August (Day 1 – 196 Return)	Teacher Laptops and Property Passes Updated/Reissued	Micro-Technology		
August (Day 5 – 196 Return)	Principal Signs All Property Passes	Principal		
August (Day 5 – 196 Return)	Room Inventory Checklist (Updated and Posted)	Micro-Technology		
August (First Week of School)	Principal Walkthrough	Principal		
August (First Week of School)	Reconcile PNI 811	Micro-Technology		
September	Property and Inventory and Leadership Meeting	Administration Leadership Team Micro-Technology Head Custodian		
September	Surplus #1 (3290A) Procedures	Principal Micro-Technology		
October November December	Administrative Walkthroughs for Inventory Accuracy	Administration		
January	Quarterly Inventory	Micro-Technology Administration		
February	Property and Inventory Team Meeting	Administration Micro-Technology Head Custodian		
March	Principal Walkthrough	Principal		
April	Quarterly Inventory	Micro-Technology Administration		
May	Property and Inventory Team and Leadership Meeting With Closing Procedures	Administration Leadership Team Micro-Technology Head Custodian		
June	Teacher Laptops and Property Passes Updated/Reissued	Micro-Technology		
June	Quarterly Inventory, Reconcile PNI 811 and Surplus #2 (3290A)	Administration Micro-Technology Head Custodian		
June	Principal Walkthrough	Principal		



**School Name: Seagull Alternative High 0601**

**Principal: Bonnie Clemon**

**Address: 425 SW 28<sup>th</sup> Street  
Fort Lauderdale, FL 33315**

Total Number of Items in Inventory:	635
Total Dollar Cost of Items in Inventory:	\$592,612
Total Number of Items Unaccounted for:	8
Total Dollar Cost of Items Unaccounted for:	\$10,989
Total Net Value of Items Unaccounted for:	\$0
Percentage of Dollar Cost of Items Unaccounted for:	1.9%

Fiscal Year Audit	Total Assets Unaccounted for	Historical Value of Assets Unaccounted for	Status
2014	2	\$2,610	No Exception Clemon, B.
2015	7	\$9,860	Exception Clemon, B.

## **Finding**

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

A review of all property and inventory was performed. Of the 635 assets recorded at the school, 8 items were unaccounted for. After the property and inventory audit was completed, the Inventory Audit Specialist (IAS) provided the Principal the List of Unaccounted for Tangible Personal Property. The school was given 30 days to locate the items and/or provide District approved documentation (See Exhibit A). The list consisted of several pieces of equipment that were considered new/found tangible personal property (TPP) with a historical cost of more than \$1,000. These items have been on the school's list of new/found for several years. (See Exhibit B) After researching the new/found equipment, it was determined that the equipment had been "unaccounted for" during a previous audit and had been labeled as "missing" in the Master File of Capital Assets database. The equipment was found and accounted for during a subsequent property and inventory audit and was added as a new/found item. The school was provided instructions on how to acquire the equipment; however, the acquisition of the equipment was never done. Business Practice Bulletin O-100: Procedures for Property & Inventory Control states for any new/found tangible personal property listed on the final audit discrepancy report

**(Seagull Alternative High continued)**

with a historical cost/estimated value of \$1,000 or more, the location must forward a 03290 Tangible Property Loss/Equipment Acquisition Form signed by the property custodian with invoices or estimated values authorizing Accounting & Financial Reporting Department – Capital Assets (AFRD-CA) to add these property items to the Master File of Capital Assets database.

On May 4, 2017, the Property & Inventory Audit Manager received an email from the Principal where he stated, “while the items unaccounted for were listed as new/found on the last audit year (2015) they were not acquired because they were obsolete and damaged. Instead, the items were salvaged to B-Stock (pick-up slip 27797).” The Principal continued to express “since they are not listed on the PNI811 report, the equipment should not be listed as “unaccounted for” and/or counted as value items in the final audit report.” The Property & Inventory Audit Manager informed the Principal that the location must complete a 3290A Surplus Declaration Transfer Form when equipment is identified as obsolete and will be salvaged. In addition, the Principal requested, “that the value of the items be reduced based on the fact that they were obsolete and past the useful life threshold.” Florida Administrative Code 69I-73(FAC 69I-73) is clear in the valuation of TPP. FAC 69I-73 states that depreciation shall not be recorded on the individual property records or in control accounts in such a manner to reduce the recorded acquisition cost or value. (See Exhibit C-May 4<sup>th</sup> Email)

The B-Stock Transfer Ticket 27797, mentioned above, became a focal point during this property and inventory audit. Although the Principal stated that “the new/found equipment was salvaged to B-Stock (pick-up slip 27797)”, the forms completed by the school did not contain any of the equipment that was listed as unaccounted for (See Exhibit D). The form contained discrepancies that were noted between the B-Stock Transfer Ticket 27797 provided by the school during the audit and the B-Stock Transfer Ticket that was forwarded to AFRD-CA by the Warehousing Services Department – B-Stock (B-Stock) after the pickup was completed. The documents provided by the school included one extra page (page 8). (See Exhibit E) The extra page was incomplete and it was missing the Issuing Location information. When the Property & Inventory Audit Manager examined page 8, it was obvious that the school provided the IAS an original document. If procedures were followed, originals are only kept by AFRD-CA at the end of the B-Stock process. The equipment listed on page 8 only included the new/found unaccounted for items that were on the List of Unaccounted for TPP report that the Principal was provided at the exit conference. In researching this matter further, the Property & Inventory

**(Seagull Alternative High continued)**

Audit Manager contacted B-Stock to determine what may have occurred during this pick-up and inquire about additional pages that may have been provided to the department and that may not have been forwarded to AFRD-CA. The B-Stock Clerk Specialist IV, who processes all B-Stock paperwork, stated that the school originally dropped off five 3290A Surplus Declaration Transfer Forms on February 7, 2017. On February 27, 2017, the day before B-Stock was scheduled to pickup the items, the school dropped off an additional two pages. On Exhibit D, it is evident that B-Stock amended the pages from five to seven. When asked about the 8<sup>th</sup> page, B-Stock confirmed that the school did not provide a page 8. It appears that page 8 was created after the audit in an attempt to clear audit findings.

The audit at the school began on March 16, 2017 and was completed on March 21, 2017. At the exit conference with the Principal, the IAS provided the Administrator Summary Checklist that provides a summary of the audit and provides policies, procedures and guidelines. (See Exhibit F) This summary was reviewed with the Principal and he was provided a copy at the end of the meeting. At the bottom of page 2, it stipulates, “Do not transfer or surplus any items prior to physical verification by the Inventory Audit Specialist.” The day of the exit conference with the Principal on March 21, 2017, a 3290A Surplus Declaration Transfer form with the Lexmark T640N printer (Serial Number: 790ZV3N) was created by the school. While it was listed on the List of Unaccounted for TPP report, the Principal approved that the printer be surplused before it could be physically accounted for by the Inventory Audit Specialist. (See Exhibit G)

In addition to the unaccounted for equipment, there were three pieces of equipment (a printer, a camcorder, and an Apple MacBook) that were listed on a surplus document and should have been removed during the B-Stock pickup on February 28, 2017. It is uncertain what may have been removed during this B-Stock pickup because there were only three items to be removed. The three pieces of equipment were physically accounted for during the current property and inventory audit. Also during the audit, there was an interactive board that has a historical cost of \$1,477 that was accounted for and must be acquired. The interactive board has been on the school’s new/found list since FY 2011. The proper paperwork must be submitted to AFRD-CA to ensure that this piece of equipment is added to the Master File database.

This is a repeat property and inventory audit exception for Seagull Alternative High School (See Exhibit H). According to the Principal’s corrective actions from the prior audit, the following corrective actions were supposed to be implemented at once:

**(Seagull Alternative High continued)**

- All surplus equipment will continue to be placed in a designated area and two employees will check the surplus forms for accuracy before they are submitted.
- The principal will review the inventory notebook quarterly to ensure the accuracy of all forms and reports.

The school did not provide any documentation that would have indicated that quarterly inventory audits were performed, nor were there checks and balances to ensure that the equipment being surplus was accurately listed on the correct District approved forms.

This property and inventory audit has revealed several areas of non-compliance within the school's internal control processes in managing TPP. In order to mitigate the risk of equipment theft/loss, the school must ensure all corrective actions being proposed are also immediately implemented. Additionally, monitoring of this process by the Office of School Performance and Accountability should be provided to ensure that the school is complying with all TPP policies and procedures. Non-compliance with policies and procedures of fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets.

**Recommendations**

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

The Office of the Chief Auditor recommends the Principal register the designated property team member(s) for the 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.

- The locations must take appropriate measures to ensure the safekeeping of all tangible personal property.

**(Seagull Alternative High continued)**

- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.
- Any corrections required to asset record(s) should be promptly reported to AFRD-CA. The property custodian should immediately notify AFRD-CA so that any discrepancies can be corrected in a timely manner.
- Internal controls should be developed by the location to improve its processes for surplussing. The school should ensure that all equipment deemed salvageable is accurately documented on a 3290A Surplus Declaration Transfer Form and removed from the location during the scheduled pickup.
- When new/found TPP is identified during a property and inventory audit with a historical cost/estimated value of \$1,000 or more, the location must forward a 03290 Tangible Property Loss/ Equipment Acquisition Form signed by the Principal, the property custodian, with invoices or estimated values authorizing AFRD-CA to add the TPP to the Master File of Capital Assets database.
- Additional checks and balances should be required by the Office of School Performance and Accountability to ensure that corrective actions are being implemented and adhered to by the school.

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

**Items not accounted for: Seagull Alternative High 0601**

	<b>BPI NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>HISTORICAL COST</b>
1	12-03427	LAPTOP, APPLE MACBOOK PRO	\$ 1,179.36
2	12-03076	APPLE IMAC INTEL W/21.5" LED	\$ 1,195.28
3	07-13814	PRINTER, LEXMARK T640N B/W	\$ 1,198.00
4	06-08991	LAPTOP, APPLE IBOOK G4	\$ 1,208.00
5	04-14700	PROJECTOR, EPSON POWERLITE	\$ 1,154.23
6		COMPUTER, APPLE (SER# G8519DCHSCH)	\$ 1,110.00
7		LAPTOP, DELL D810 (SER# 7CCRQ71)	\$ 1,972.00
8		LAPTOP, DELL GX280 (SER# FB0DR71)	\$ 1,972.00

Total Historical Cost of Property unaccounted for as of May 23, 2017	\$	10,988.87
<sup>[1]</sup> Total Accumulated Depreciation as of May 23, 2017	\$	10,988.87
Net Value of Property considered to be unaccounted for as of May 23, 2017	\$	-

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



## OFFICE OF THE CHIEF AUDITOR PROPERTY AUDITS - 30 DAY MEMO

**School/Department:** Seagull Alternative High School, 0601

**Date:** March 21, 2017

**Number of items not located:** 13 out of 635

The school / department will have thirty (30) days from the date the Inventory Specialist leaves the location to locate any of the items indicated as unaccounted for. **As such, I understand I must forward an administrative memo to Stephanie Ormsby, Inventory Audit Specialist (IAS) of the Office of the Chief Auditor (OCA), by April 21, 2017.**

*\*A failure to respond in writing will be recognized as zero (0) items located by the location for reconciliation.*

### The Principal / Director Memo Shall Include The Following:

1. All remaining unaccounted for items will require physical verification by the Inventory Audit Specialist when a return reconciliation visit is scheduled with the administrator unless otherwise specified by the Office of the Chief Auditor.  
*\*All items that have been found should be identified by room/fish location in the response.*
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 and/or required forms must be submitted with the 30 day response for items requiring serial # corrections/modifications or addition via the New Found Items Report.

In addition, I acknowledge that the Inventory Audit Specialist has met with me and/or my designated staff (in my absence), to review the items indicated above as not accounted for. **I understand that after the 30 day response memo is received by the Inventory Audit Specialist, a supplemental visit may be scheduled for a physical verification of the recovered equipment.**

Principal's / Director's Signature

Inventory Audit Specialist's Signature (OCA)

Location's keys have  
been returned

NA

Location's Inventory Liaison (Optional)

Patrick Reilly, Chief Auditor  
Ali Arcese, Manager

Revised 10/15

## 2015 Property & Inventory Audit Report - New Found

**BROWARD COUNTY PUBLIC SCHOOLS**  
**OFFICE OF THE CHIEF AUDITOR - PROPERTY DIVISION**  
**"NEW" / FOUND ITEMS REPORT**

The items listed below were identified at your location during a recent physical property audit evaluation. These items were not added to the Master File of Assets prior to audit commencement. The Property Custodian is responsible for maintaining the accuracy of the site's asset roster of all SBBC purchases exceeding a historical cost of \$1,000. Please forward all necessary support paperwork to Accounting and Financial Reporting-Capital Assets (AFRCA) as soon as possible. Invoices or estimated values should be provided to assist in expediting this process. If you have certified that the historical cost is under \$1000, do not submit the items for acquisition. Place that support record/information in your property binder.

**Total Found: 18**

School Location # BPI	Description	Serial Num	Room #	Est. Historical Value
	Cart Earthwalk	52234	414	\$1,339.00

The items listed below were identified at your location during a recent physical property audit evaluation. These items were not added to the Master File of Assets prior to audit commencement. The Property Custodian is responsible for maintaining the accuracy of the site's asset roster of all SBBC purchases exceeding a historical cost of \$1,000. Please forward all necessary support paperwork to Accounting and Financial Reporting-Capital Assets (AFRCA) as soon as possible. Invoices or estimated values should be provided to assist in expediting this process. If you have certified that the historical cost is under \$1000, do not submit the items for acquisition. Place that support record/information in your property binder.

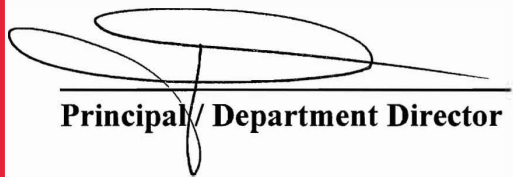
**Total Found: 18**

School Location # BPI	Description	Serial Num	Room #	Est. Historical Value
04-10187	Server Dell PowerEdge 2600	FDVDX31	127	\$12,048.17
06-08991	Computer, Laptop Apple iBook G4	4H5491GXSE9	122b	\$1,208.00
	Projector, Epson PowerLite	GDQG540250F		\$2,221.00 ?
	Computer, Dell GX280	FB0DR71	127	\$1,972.00
	Computer, Laptop Dell D810	7CCRQ71	157e	\$1,972.00
	Activexpressions 25PC	06010008	122b	\$1,945.00
	Activexpressions 32PC	06010007	122b	\$1,945.00
	Board, Promethean	B0811070975	406	\$1,477.00
	Printer, Lexmark T630	9923K4L		\$1,234.00 ?
	Projector, Epson PowerLite	EYM0390494K	157b	\$1,154.23
	Computer, Apple	G8519DCHSCH	415	\$1,110.00
	Board, Promethean	0605001269	415	\$1,039.00

## 2015 Property & Inventory Audit Report - New Found

School Location # <u>Audit 13-14: RS</u>				Est. Historical
BPI	Description	Serial Num	Room #	Value
	Computer, Laptop Dell E5430	1HCF9W1	101 front office	\$936.36
	Computer, Laptop Dell E5430	2HCF9W1	402	\$936.36
	Computer, Laptop Dell E5430	5Z5QBT1	157c	\$936.36
	Computer, Laptop Dell E5430	77FF9W1	157e	\$936.36
	Computer, Laptop Dell E5430	HQFF9W1	132	\$936.36

I understand this report and my responsibility for requesting the addition of these items to the District Master File of Assets (PROP) by AFRCA (754-321-8250)

  
Principal/ Department Director

3/18/15  
Date

*An Optispool Report (954A) will be generated to provide record of the additions once AFRCA has processed your request(s).*

Patrick Reilly, Chief Auditor



**FY 2014 Property & Inventory Audit - New/Found Report**

**BROWN COUNTY PUBLIC SCHOOLS**  
**OFFICE OF THE CHIEF AUDITOR - PROPERTY DIVISION**  
**"NEW" / FOUND ITEMS REPORT**

The items listed below were identified at your location during a recent physical property audit evaluation. These items were not added to the Master File of Assets prior to audit commencement. The Property Custodian is responsible for maintaining the accuracy of the site's asset roster of all SBBC purchases exceeding a historical cost of \$1,000. Please forward all necessary support paperwork to Accounting and Financial Reporting-Capital Assets (AFRCA) as soon as possible. Invoices or estimated values should be provided to assist in expediting this process. If you have certified that the historical cost is under \$1000, do not submit the items for acquisition. Place that support record/information in your property binder.

13/14 **Total Found: 21**

School Location #	BPI	Description	Serial Num	Room #	Est. Historical Value
0601					
04-10187		Server Dell PowerEdge 2600	FDVDX31	127	EA
06-08991		Computer, Laptop Apple iBook G4	4H5491GXSE9	122B	EA
11-04022		Computer, Apple	H01191HNDWY	P14	Whisp P. res
11-04024		Computer, Apple	H01191HSDWY	P14	
11-04025		Computer, Apple	H01191HTDWY	P6	
		Activexpressions 25PC	06010008	122B	EA
		Activexpressions 32PC	06010007	122B	EA
		Board, Promethean	0605001269	415	EA
		Board, Promethean	R0811070975	406	EA
		Computer, Apple	G8519DCHSCH	415	EA
		Computer, Dell GX280	FB0DR71	127	EA
		Computer, Laptop Dell D810	7CCRQ71	122B	EA
		Printer, Lexmark 1630	9923K4L	127A	EA
		Projector, Epson PowerLite	EYM0390494K	101F	EA
		Projector, Epson PowerLite	GDQG540250F	156	EA
		TELEPROMPTOR 17IN 2-	ETLBN0C238280F24B400	157c Eval. pkg.	
		Computer, Laptop Dell E5430	1HCF9W1	P9	\$936.36
		Computer, Laptop Dell E5430	2HCF9W1	PP-Wattley	\$936.36
		Computer, Laptop Dell E5430	5Z5QBT1	157C	\$936.36
		Computer, Laptop Dell E5430	77FF9W1	155	\$936.36
		Computer, Laptop Dell E5430	HQFF9W1	PP-Francis 132	\$936.36

School Location # 0601				Est. Historical
BPI	Description	Serial Num	Room #	Value

I understand this report and my responsibility for requesting the addition of these items to the District Master File of Assets (PROP) by AFRCA (754-321-8250).

  
Principal / Department Director

  
Date

*An Optispool Report (954A) will be generated to provide record of the additions once AFRCA has processed your request(s).*

Patrick Reilly, Chief Auditor

**FY 2013 Property & Inventory Audit - New/Found Items Report**

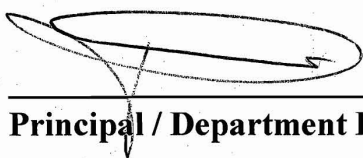
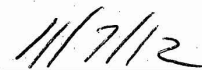
**School Board of Broward County**  
**Office of the Chief Auditor - Property Division**  
**"New" / Found Items Report**

The items listed below were identified at your location during a recent physical property audit evaluation. These items were not added to the Master File of Assets prior to audit commencement. The Property Custodian is responsible for maintaining the accuracy of the site's asset roster of all SBBC purchases exceeding a historical cost of \$1,000. Please forward all necessary support paperwork to Accounting and Financial Reporting-Capital Assets (AFRCA) as soon as possible. Invoices or estimated values should be provided to assist in expediting this process. If you have certified that the historical cost is under \$1000, do not submit the items for acquisition. Place that support record/information in your property binder.

**Total Found: 7**

<b>School Location #</b>				<b>Est. Historical Value</b>
<b>BPI</b>	<b>Description</b>	<b>Serial Num</b>	<b>Room #</b>	
03-20888	Printer, Lexmark T630	9910BNF	121	
07-07744	Printer, Lexmark C772	940PH70	129	
99-07856	Computer, Dell	0KN9J	p17	
	Board, Promethean	0605001269	155	
	Board, Promethean	B0811070975	406	
	Computer, Apple emac	G8519DCHSCH	415	
	Printer, Lexmark T630	9923K4L	127a	

**I understand this report and my responsibility for requesting the addition of these items to the District Master File of Assets (PROP) by AFRCA (754-321-8250).**


**Principal / Department Director**

**Date**

***An Optispool Report (954A) will be generated to provide record of the additions once AFRCA has processed your request(s).***

**Patrick Reilly, Chief Auditor**



# FY 2012 Property & Inventory New/Found Items Report

## School Board of Broward County Office of the Chief Auditor - Property Division "New" / Found Items Report

The items listed below were located at your location during the recent physical property audit evaluation. These items were not added to the Master File of Assets prior to audit commencement. If the items listed in this report have not been recorded in the Master File of Assets (see PNI811 Report) by the next quarter, the location must forward these items to Financial Reporting Capital Assets. The location administrator is responsible for maintaining the accuracy of the site's asset roster of all SBBC purchases exceeding a historical cost of \$1,000. Invoices or estimated values should be provided to assist in expediting this process.

**Total Found: 135**

School Location # BPI	Description	Serial Num	Room #	PROP (Loc.)	Est. Historical Value
10-05181	Computer, Dell	FWG1JM1	114 Cafe	9725	
99-06471	✓ Floor Scrubber, Numatic	990900274	P17	0601	
03-22279	Computer, Laptop Dell	4NMDT21	406	0452	
03-22282	Computer, Laptop Dell	FQMDT21	406	0452	
00-03153	Computer, Apple	SG00313BHQJ	p22		
01-05373	Computer, Laptop Apple	QT03319MHDR	127 Counter top		
01-05398	Computer, Laptop Apple	QT0331JAHDR	127 Counter top		
01-05399	Computer, Laptop Apple	QT03319HHDR	127 Counter top		
01-05400	Computer, Laptop Apple	QT033153HDR	127 Counter top		
01-05401	Computer, Laptop Apple	QT0331J0HDR	127 Counter top		
01-05401	Computer, Laptop Apple	QT0330ZWHDR	127 Counter top		
01-05402	Computer, Laptop Apple	QT033172HDR	127 Counter top		
01-05404	Computer, Laptop Apple	QT0331MGHDR	127 Counter top		
01-05405	Computer, Laptop Apple	QT033164HDR	127 Counter top		
01-05406	Computer, Laptop Apple	QT033109HDR	127 Counter top		
01-05408	Computer, Laptop Apple	QT03313KHDR	127 Counter top		
01-05409	Computer, Laptop Apple	QT0330V4HDR	127 Counter top		
01-05410	Computer, Laptop Apple	QT0331J3HDR	127 Counter top		
01-05412	Computer, Laptop Apple	QT0330SVHDR	127 Counter top		
01-05414	Computer, Apple	RN0342QRJVA	p22		
01-05423	Computer, Apple	YM030EN6JAU	P9		
01-05441	Computer, Apple	YM030DBVJAU	127		
02-04914	Computer, Apple	RN13348ALFC	406		
02-82887	Computer, Apple	QT223ZNXMLQ	105		
02-82888	Computer, Apple	QT223ZNYMLQ	127c closet		
02-82994	Computer, Apple	QT223ZQBMLQ	105a		



# FY 2012 Property & Inventory New/Found Items Report

School Location #				PROP	Est. Historical
BPI	Description	Serial Num	Room #	(Loc.	Value
03-08141	Computer, Apple	QT227ZJVMLQ	105		
03-09650	Computer, Apple	QT238Z83MLQ	105		
03-10866	Computer, Apple	QT232ZEYMLQ	105a		
03-20888	Printer, Lexmark T630	9910BNF	121		
03-21511	Computer, Laptop Dell	H4D8T21	127c closet		
04-14178	Computer, Apple	W8350039QB3	105		
04-18614	Computer, Apple	W83432ZLPVK	105		
96-28363	Computer, Laptop Apple	TY6332AF65R	127 Counter top		
96-28396	Panasonic 5100HS camcord	66A00034	404		
97-10079	Computer, Apple	SG91803UGJ0	127a storage		
97-22650	Computer, Laptop Apple	TY7152DC7ZQ	127 Counter top		
97-22651	Computer, Laptop Apple	TY719AWK7ZQ	127 Counter top		
97-22652	Computer, Laptop Apple	TY7152BZ7ZQ	127 Counter top		
97-35229	Texas Instruments Laptop	150597S356X	127 Counter top		
97-35230	Texas Instruments Laptop	150597S5543	127 Counter top		
99-07856	Computer, Dell GX 1	0KN9J	P17		
99-10083	Computer, Apple	SG91803AGJ0	127		
99-11372	Computer, Apple	RN9223CFGV3	P17		
99-11394	Computer, Apple	PT9201MZG5N	P17		
99-12737	Computer, Laptop Apple	QT9131FTE6D	127 Counter top		
99-80633	Computer, Laptop Apple	QF708352963	127 Counter top		
99-80635	Computer, Laptop Apple	QF7100JP963	127 Counter top		
99-81628	Computer, Laptop Dell	WKND6	127 Counter top		
99-81630	Computer, Laptop Dell	WCPZD	127 Counter top		
99-81631	Computer, Laptop Dell	WKND9	127 Counter top		
99-81632	Computer, Laptop Dell	WKND8	127 Counter top		
99-81633	Computer, Laptop Dell	WKND7	127 Counter top		
99-81634	Computer, Laptop Dell	WK68G	127 Counter top		
	APPLE MACBOOK 2.26 GHZ	4505100NFYT	Cart yellow		
	APPLE MACBOOK 2.26 GHZ	4505006FFYT	Cart yellow		
	APPLE MACBOOK 2.26 GHZ	4505100ZFYT	Cart yellow		
	Board, Promethean	B0811070975	406		
	Board, Promethean	0605001269	413		
	Board, Promethean	C1004230463	127 in box		
	Computer, Apple	QT238Z7BMLQ	105		
	Computer, Apple	QT223ZQ2MLQ	105		
	Computer, Apple	QT233ZL7MLQ	107		
	Computer, Apple	QT238Z7PMLQ	107a		



# FY 2012 Property & Inventory New/Found Items Report

School Location # BPI	Description	Serial Num	Room #	PROP (Loc.)	Est. Historical Value
	Computer, Apple	G8313327NDH	127		
	Computer, Apple	YM030F2WJAU	127		
	Computer, Apple	XA8479MQEUL	406		
	Computer, Apple	G8519DCHSCH	415		
	Computer, Apple	YM0144BHJ88	blgd 14		
	Computer, Apple	RN1336LELFC	blgd 14		
	Computer, Apple	RN034307JVA	P9		
	Computer, Apple	G831331ZNDH	P12		
	Computer, Apple	G831332MNDH	P12		
	Computer, Apple	G831331YNDH	P12		
	Computer, Apple	SG913DA7G9A	P17		
	Computer, Apple	XA62008U81Q	P8		
	Computer, Apple iMac 20"	H00520HAFXN	121a / Invoice		
	Computer, Apple iMac 20"	H00511ADFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511B6FXN	131/ Invoice		
	Computer, Apple iMac 20"	H00520H3FXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511AKFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511AHFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511AEFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511AQFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511B3FXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511AMFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511AYFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00520HEFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511APFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511ACFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511AGFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511AFFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511ABFXN	131/ Invoice		
	Computer, Apple iMac 20"	H00511ANFXN	416/ Invoice		
	Computer, Apple Laptop Macbook	4505109FFYT	PP Audrey Ennis		
	Computer, Dell	1KTKH11	406		
	Computer, Dell	8C0DR71	406		
	Computer, Dell	4B0DR71	406		
	Computer, Dell	HJTKH11	406		
	Computer, Dell	GJTKH11	406		
	Computer, Dell	GKS9421	406		
	Computer, Dell	8B0DR71	414		



# FY 2012 Property & Inventory New/Found Items Report

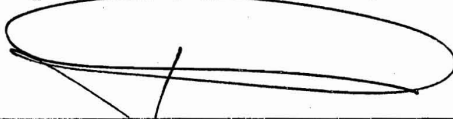
School Location #				PROP	Est. Historical
BPI	Description	Serial Num	Room #	(Loc.)	Value
	Computer, Dell	6JZCR71	P9		
	Computer, Dell	4WFHQ71	P6		
	Computer, Dell	2KTKH11	P11		
	Computer, Dell	B1S9421	P11		
	Computer, Dell	CRHK4J1	P21		
	Computer, Dell	BC0DR71	101P		
	Computer, Dell	7C0DR71	101L		
	Computer, Dell GX 1	0I0R3	127a storage		
	Computer, Dell GX 240	5KTKH11	406		
	Computer, Dell GX 260	B6S9421	127		
	Computer, Dell GX 280	9JZCR71	104		
	Computer, Dell GX 280	CJZCR71	104		
	Computer, Dell GX 280	9B0DR71	131		
	Computer, Dell GX 280	FB0DR71	129G		
	Computer, Dell GX 280	4C0DR71	406		
	Computer, Dell GX 280	2KZCR71	101D		
	Computer, Dell GX 520	51ZLN91	102		
	Computer, Dell GX280	1C0DR71	101R		
	Computer, Dell Laptop	CCCRO71	PP Nalda Francis		
	Computer, Dell Laptop D810	7CCRQ71	PP Sue Logrin		
	Computer, Dell PE 2600	FDVDX31	101F		
	Computer, Laptop Apple	UV320ZGBPL1	127c closet		
	Computer, Laptop Apple	UV320ZGJPL1	127c closet		
	Computer, Laptop Dell	DSSVZ41	127c closet		
	Computer, Laptop Dell	WKND2	127 Counter top		
	Computer, Macbook laptop	W893921566H	PP Tracy Justice		
	Dell monitor	3WX7RF1	124		
	Dell monitor	GVX7RF1	122d		
	Piano Wurlitzer	1249929	113 Cafe		
	Printer, Lexmark all-in-one	7008711	102		
	Printer, Lexmark T520	C021155	114 Cafe		
	Server RAID	QP5310D7RS4	127a storage		
donated by	Computer, Apple G5	YM336M6XNVR	121		

# FY 2012 Property & Inventory New/Found Items Report

School Location #				PROP	Est. Historical
BPI	Description	Serial Num	Room #	(Loc.	Value

I understand this report and my responsibility for requesting the addition of these items to the District Master File of Assets (PROP) by the Financial Reporting Capital Assets

Department (754-321-8250).



Principal / Department Director



Date

Patrick Reilly, Chief Auditor

Mark Magli, Property Audit Supervisor

**Ali Arcese**

---

**From:** Ali Arcese  
**Sent:** Thursday, May 4, 2017 8:06 AM  
**To:** Bonnie A. Clemon  
**Cc:** Carletha B. Shaw; Patrick Reilly; Stephanie Ormsby  
**Subject:** RE: Seagull Audit

Good afternoon Mr. Clemon,

Please see my response to the disputed items.

1. While the items were listed on as 'new found' on the last audit (2015) they were not acquired because they were obsolete and damaged instead the items were salvaged to B-Stock (pick-up slip 27797). Since they are not listed on the PNI811 report they should not be listed as 'unaccounted for' items and/or counted as value items in the final audit report.

Mr. Clemon, the items you are referring to have been listed as "New/Found" for quite some time. Below are the excerpts from the Business Practice Bulletin that addresses this matter.

**Business Practice Bulletin O-100** states that locations should surplus any obsolete or damaged tangible personal property in order to remove these records from their property inventory. Locations shall surplus tangible personal property twice per year in accordance with their self-inventories conducted semi-annually. The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.

**Business Practice Bulletin O-100** also states that 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 Tangible Property Loss/ Equipment Acquisition Form signed by the property custodian with invoices or estimated values authorizing Accounting & Financial Reporting Department - Capital Assets to add these property items to the Master File of Capital Assets database.

2. If you are still compelled to leave the aforementioned items on the 'unaccounted for items' list I request that their value be reduced based on the fact they are obsolete and past the usable life threshold.

Mr. Clemon please understand Florida Administrative Code provides the guidance regarding this matter. Below is an excerpt from the Florida Administrative Code 69I-73.

The **Florida Administrative Code 69I-73** provides the guidelines in the valuation of tangible personal property. 69I-73.003:3(j) Cost or value at the date of acquisition for the item or the identified component parts thereof. When the historical cost of the purchased property is not practicably determinable, the estimated historical cost of the item shall be determined by appropriate methods and recorded. Estimated historical costs shall be identified in the record and the basis of determination established in the governmental unit's public records. The basis of valuation for property items constructed by personnel of the governmental unit shall be the costs of material, direct labor and overhead costs identifiable to the project. Donated items, including federal surplus tangible personal property, shall be valued at fair market value at the date of acquisition. Regardless of acquisition method, the cost or value of a property item shall include ancillary charges necessary to place the asset into its intended location and condition for use.



Ancillary charges include expenditures that are directly attributable to asset acquisition, such as freight and transportation charges, installation costs and professional fees.

The Florida Administrative Code 69I-73.003: 5 Depreciation shall be recorded to meet local governments' financial reporting requirements relating to depreciation accounting. However, depreciation shall not be recorded on the individual property records or in control accounts in such a manner as to reduce the recorded acquisition cost or value (i.e., depreciation shall be recorded as an item separate from the acquisition cost).

Should you have additional questions, please feel free to contact me. My direct line is 754-321-2411. Thank you.

Ali Arcese  
Manager, Property & Inventory Audits  
Office of the Chief Auditor  
Phone: 754-321-2411  
Fax: 754-321-2719

---

**From:** Bonnie A. Clemon  
**Sent:** Wednesday, May 3, 2017 11:27 AM  
**To:** Ali Arcese <ali.arcese@browardschools.com>  
**Subject:** Seagull Audit

I am writing to dispute the items listed below:

1. FB0DR71 (SN)            DELL COMPUTER280
2. 7CCRQ71 (SN)            COMPUTER, LAPTOP
3. EYM0390494K (SN)    EPSON POWERLITE PROJECTOR
4. 4H5491GXSE9 (SN)    APPLE IBOOK G4
5. G8519DCHSCH (SN)    APPLE EMAC COMPUTER

While the items were listed on as 'new found' on the last audit (2015) they were not acquired because they were obsolete and damaged instead the items were salvaged to B-Stock (pick-up slip 27797). Since they are not listed on the PNI811 report they should not be listed as 'unaccounted for' items and/or counted as value items in the final audit report.

If you are still compelled to leave the aforementioned items on the 'unaccounted for items' list I request that their value be reduced based on the fact they are obsolete and past the usable life threshold.

Thank you for your assistance.

**Bonnie A. Clemon, Jr.**  
**Principal**  
**Seagull Adult High School**  
**754-321-7319**

*"A Small School With a Big Heart"*

## Original B-Stock documents forwarded to AFRD- CA

**B-Stock Transfer**Transfer # **27797**

Cafeteria #

Date Created: 2/24/2017

Date Closed:

Number of 3290A Attachments: 5

Number of Other Attachments:

73290A  
Form  
KALIssuing Location **0601**

Seagull School

425 SW 28th Street

Ft. Lauderdale, FL 33315

Phone/Fax: (754)321-7300 / ( ) -

Contact:

Receiving Location: **9613B**

B-Stock Warehouse

6501 NW 15th Ave

Fort Lauderdale, FL 33309

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

Contact:

Check if unable to complete ☐ Reason:*Bring Boxes at Time of Pick-up*

Line #	BPI #	Serial #	Qty	Item Description	Status
1			5	Gaylord Box of Surplus Technology Items-See 3290a form	Inc

*\*Please call Kim Gardner Has Staff to Load Boxes when driver arrive.*

*✓ 2/27/17 sent paperwork in  
✓ day before / 2 addition pages  
dropped off  
✓ made change*

*3-2-17  
E*

Requested By: *[Signature]*Released By: *[Signature]*

Date: 2/29/17

Received By: *[Signature]*

Date: 2/28/17

Delivered By: *[Signature]*

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

Page 1 of 1



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

3 of 4 pages

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

Submit Surplus / Transfer Form to B-Stock

B-Stock Transfer #: \_\_\_\_\_

Issuing Location #: 0601  
 Location Name: Seagull School  
 Contact Name: Kim Gardner  
 Phone #: 754-321-7300

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
R04-10187	FDVDX31		SERVERDELL POWEREDGE 2600	<input type="checkbox"/>	<input checked="" type="checkbox"/>
R07-07744	940PH7D		Printer, Lexmark C762N Color Laser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date: 2/7/17 Released by: \_\_\_\_\_  
 Please Print Name, Title

Date: 2/7/17

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

Date: 1/1

Transfer Delivered by: \_\_\_\_\_  
 Please Print Name, Title

Date: 1/1

Form #3290A  
Rev. 07/08

\* Pick up verification document from a SBOC approved removal agent should be retained for Asset Purposes (see Policy 3204)

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

2 of 4 pages

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

Submit Surplus / Transfer Form to B-Stock

B-Stock Transfer #: \_\_\_\_\_

Issuing Location #: 0601  
 Location Name: Seagull School  
 Contact Name: Kim Gardner  
 Phone #: 754-321-7300

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
06-12069	G8608271TKG		APPLE,DESKTOP, EMAC G4 W/17"	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06-12071	G8608278TKG		APPLE,DESKTOP, EMAC G4 W/17"	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-00768	G86260F7TKG		APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-00772	G86260FJTKG		APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-00773	G86260FMTKG		APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-04091	8489068		SARA/READING MACHINE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-07316	4H650LWLWGL		APPLE MACBOOK 2.0GHZ W/DVD+RW/CD-RW13.3"	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-09435	4H7021VHWGK		APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-09448	4H70229UWGK		APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-09454	4H7021UWWGK		APPLE IBOOK G4 W/CD-RW/DVD/12.1" DISPLAY	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date: 2/7/17 Released by: \_\_\_\_\_  
 Please Print Name, Title

Date: 2/7/17

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

Date: 1/1

Transfer Delivered by: \_\_\_\_\_  
 Please Print Name, Title

Date: 1/1

Form #3290A  
Rev. 07/08

\* Pick up verification document from a SBOC approved removal agent should be retained for Asset Purposes (see Policy 3204)



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

1 of 4 pages

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

Submit Surplus / Transfer Form to B-Stock

B-Stock Transfer #: \_\_\_\_\_

Issuing Location #: 0601  
Location Name: Seagull School  
Contact Name: Kim Gardner  
Phone #: 754-321-7300

Receiving Location #: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
04-14699	991HDCZ		PRINTER, LEXMARK T630N B/W LASER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04-19715	940FYMB		PRINTER, LEXMARK C752	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05-56405	G85215RXSCH		APPLE DESKTOP EMAC G4 17" CRT/CD-RW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05-56406	G8520AWBSCH		APPLE DESKTOP EMAC G4 17" CRT/CD-RW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05LL00913	7902DR9		Lexmark Refresh Printer-T640n	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06-00507	GDQG560302F		PROJECTOR, CLASSROOM FOR A CART, EPSON	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06-00508	GDQG560303F		PROJECTOR, CLASSROOM FOR A CART, EPSON	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06-03143	1326771		CAMCORDER COMMERICAL VIDEO DIGITAL SONY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06-12066	G860829BTKG		APPLE, DESKTOP, EMAC G4 W/17"	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06-12067	G860829KTKG		APPLE, DESKTOP, EMAC G4 W/17"	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date: 2/1/17 Released by: \_\_\_\_\_  
Please Print Name, Title Date: 2/1/17

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

Date: 1/1/17

Transfer Delivered by: \_\_\_\_\_  
Please Print Name, Title

Date: 1/1/17

Form #3290A  
Rev. 07/08

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

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

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 #: 0601  
Location Name: Seagull School  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location #: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
	1 HCF9W1	ES430	Computer, Laptop Dell ES430	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2 HCF9W1	ES430	Computer, Dell Laptop Dell ES430	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	5Z5QBT1	ES430	" " " "	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	77FF9W1	ES430	" " " "	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	HQFF9W1	ES430	" " " "	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date: 2/13/17 Released by: \_\_\_\_\_  
Please Print Name, Title Date: 2/13/17

Receipt of Transfer  
Acknowledged by: \_\_\_\_\_  
Principal / Director (per Policy 3204)

Date: 1/1/17

Item(s) Delivered by: \_\_\_\_\_  
Please Print Name, Title

Date: 1/1/17

Form 3290A  
Rev. 07/08

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

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

1 of 1 pages

**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 #: 0601  
 Location Name: Seagull School  
 Contact Name: Kim Gardner  
 Phone #: 754-321-7300

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
05-54932	992CLGP		PRINTER, LEXMARK T630N B/W LASER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05LL00898	79020RV		Lexmark Refresh Printer-T640n	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05LL00912	79020L3		Lexmark Refresh Printer-T640n	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
08-11978	60PTLF1		DELL DESKTOP WS390 W/17" FLAT PANEL/DVD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09-11359	QP90800E2JW		APPLE IMAC INTEL W/17" FLAT PANEL /COMBO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13-02610	D25JT00LDPNK		APPLE IMAC INTEL W/21.5" UPGRADED LED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date: 2/28/12

Released by: \_\_\_\_\_  
 Please Print Name, Title

Date: 2/1/12

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

Date: 1/1

Transfer Delivered by: \_\_\_\_\_  
 Please Print Name, Title

Date: 1/1

Form #3290A  
 Rev. 07/08

\*Pick-Up verification numbers from SBRC upon receipt of agent. Do not be signed for. Add # BPI, Serial, and SURPLUS.



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

8 OF 8 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 #: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Receiving Location #: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

<del>DTI</del> Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
	FB0DR71		Dell Computer GX280		
	7CCRQ71		Computer, Laptop		
	EYM0390494K		Epson Powerlite Projector		
	4H5491GXSE9		Apple iBook G4		
	G8519DCHSCH		Apple eMAC Computer		

Equipment Transfer /  
Surplus Approved by:

Principal / Director (per Policy 3204)

Date:

2/8/17

Released by:

*KJS*

Please Print Name, Title

Date:

2/8/17

Receipt of Transfer  
Acknowledged by:

Principal / Director (per Policy 3204)

Date:

/ /

Item(s) 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).

All computers after audit began

# OFFICE OF THE CHIEF AUDITOR

## PROPERTY AUDITS 2016-2017

Seagull Alternative High School 0601

Mr. Bonnie Clemon

**ASSIGNMENT OF TANGIBLE PERSONAL PROPERTY TO STAFF: BPB O-100**

How many property passes have been issued at this location?

80

Were the passes in compliance?

YES ☒NO ☐

Property Passes must be updated annually or as needed to ensure the physical accounting and proper return of the District's capital equipment.

The auditor has clearly explained the compliance issues relating to asset removal?

Initial &amp; Date

**SALVAGE ACTIVITY:**

How many items were salvaged which remain in the Property Records Download?

40

Were all documents executed correctly?

YES ☒NO ☐

If not, list the process deficiencies

Periodically, the location should surplus any obsolete or damaged tangible personal property in order to remove these records from their property inventory. Locations shall surplus tangible personal property twice per year in accordance with their self inventories conducted semi-annually.

The Office of the Chief Auditor suggests that administrators avoid creating surplus "piles" whenever possible to restrict unmonitored removal or unrecorded addition of property to the designated area.

**TRANSFER ACTIVITY**

The 3290a Surplus/Transfer Declaration Form must then be signed by both property custodians (issuing and receiving). Transfer documentation that is greater than 90 days old will not be accepted during the property audit of tangible personal property.

The property custodian should verify that the property records have been removed from the property inventory by requesting a PNI 811 from IT Production or simply monitoring the PNI 954 Reports.

OptiSpool

Does the Property Custodian understand the items discussed in this section?

Initial &amp; Date

**DO NOT TRANSFER OR SURPLUS ANY ITEMS PRIOR TO PHYSICAL VERIFICATION BY THE INVENTORY AUDIT SPECIALIST**

**B-Stock Transfer**

Date Created: 4/3/2017

Date Closed: 4/3/2017

Transfer # **28054**

Number of 3290A Attachments: 1

Cafeteria #

Number of Other Attachments:

Issuing Location **0601****Seagull School****425 SW 28th Street****Ft. Lauderdale, FL 33315**

Phone/Fax: (754)321-7300 / ( ) -

Receiving Location: **9613B****B-Stock Warehouse****6501 NW 15th Ave****Fort Lauderdale, FL 33309**

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

Contact:

Contact:

Check if unable to complete ☐ Reason:

Line #	BPI #	Serial #	Qty	Item Description	Status
1	07-13814	790ZV3N	1	Printers	comp

✓ Kim Gardner  
Apr 11 12:11n  
May 1st - 3pg

Compk 11/31/17 Surplus Warehouse  
Initials

May 25 1997

Requested By:

Released By:

Date:

Received By:

Date:

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

07-13814  
86

#28054

Exhibit H

\_\_\_\_ of \_\_\_\_ pages

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

Submit Surplus / Transfer Form to B-Stock

B-Stock Transfer #: \_\_\_\_\_

☒ ☐

\*SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving)

Transfer Assistance Required: ☒ YES ☐ NO

Principal / Director authorization signatures required

Issuing Location #: 0601  
Location Name: Seagull School  
Contact Name: Kim Gardner  
Phone #: 754-321-7300

Receiving Location #: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsol Broken
07-13814	790ZV3N		PRINTER LEXMARK T640N B/W LASER	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

2017 APR -9  
THE SCHOOL BOARD OF  
BROWARD COUNTY, FLORIDA

Exit Conference  
meeting date.

Equipment Transfer /  
Surplus Approved by: \_\_\_\_\_

Principal / Director (per Policy 3204)

Date: 3/21/17

Released by: \_\_\_\_\_

Please Print Name, Title

Date: 3/21/17

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 "CSC" approved removal agent should be retained for 30 days after pickup.



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**DESMOND K. BLACKBURN, Ph.D.**  
**CHIEF SCHOOL PERFORMANCE AND ACCOUNTABILITY OFFICER**

**Telephone: (754) 321-3838**

**Facsimile: (754) 321-3886**

Date: June 4, 2015

TO: Patrick Reilly, Chief Auditor  
Office of the Chief Auditor

FROM: Desmond K. Blackburn, Ph.D.  
Chief School Performance and Accountability Officer

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE**  
**SEAGULL ALTERNATIVE HIGH SCHOOL FOR FISCAL YEAR 2014-2015**

The Office of School Performance and Accountability has reviewed the property and inventory audit findings for Seagull Alternative High School. These audit findings have been discussed with the Principal, Bonnie Clemon Jr., and he has taken full responsibility to implement deliberate steps to ensure exception-free property and inventory audits in the future. The Office of School Performance and Accountability will monitor the school's progress and hold the Principal appropriately accountable through progressive discipline.

If additional information is needed, please let me know.

DKB/VSW:dah

cc: Dr. Valerie Wanza, Director, Office of School Performance and Accountability  
Bonnie Clemon Jr., Principal, Seagull Alternative High School



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

SEAGULL ALTERNATIVE HIGH SCHOOL  
Mr. Bonnie Clemon, Jr., Principal  
Ms. Charisse Mosley, Intern Principal  
425 Southwest 28 Street  
Fort Lauderdale, Florida 33315  
Telephone 754-321-7300  
Facsimile 754-321-7340

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*Superintendent of Schools*

TO: Dr. Desmond K. Blackburn, Ph.D.  
Chief School Performance and Accountability Officer

FROM: Bonnie Clemon Jr., Principal  
Seagull Alternative High School 0601

DATE: May 27, 2015

I am writing to submit the final response to the 2015 PNI audit for Seagull Alternative High School.

In an effort to prevent the loss of equipment the following procedures will be implemented:

- All transfer and/or acquisition forms will be completed and reconciled with the corresponding Optispool reports monthly.
- Any outstanding transfers or acquisitions will be resubmitted to Capital Assets for immediate Follow-up until the Optispool report has been completed.
- All surplus equipment will continue to be placed in a designated area and two employees will check the surplus forms for accuracy before they are submitted.
- The principal will review the inventory notebook quarterly to ensure the accuracy of all forms and reports.

The aforementioned procedures will be initiated at once and performed along with the existing procedures including quarterly inventory checks by PNI designates, administrative spot checks, PNI notebook and database maintenance, and proper receipt of new equipment

These additional actions should ensure an accurate accounting of the equipment at this location.

BC/kg  
Attachment



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**VALERIE S. WANZA, Ph.D.**  
**CHIEF SCHOOL PERFORMANCE AND ACCOUNTABILITY OFFICER**

**Phone: 754-321-3838**

**Facsimile: 754-321-3886**

June 19, 2017

TO: Patrick Reilly  
Chief Auditor

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

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE –FY 2016-17**  
**SEAGULL ALTERNATIVE HIGH SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2016-17 property and inventory audit for Seagull. 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:

- Due to the fact that this is a repeat audit exception, the cadre director will implement the appropriate administrator action to address these findings.
- The cadre director will work with the principal to ensure the individuals who have been identified by the principal to assist with asset management receive the proper training in this area.
- The cadre director will work with the principal to establish, execute and monitor property and inventory controls that are consistent with District policies and business practice bulletins in this area.
- The cadre director will include a review of the asset management protocols in her regularly scheduled site visits with the principal.
- The school will conduct the semi-annual site-based audits, take the appropriate actions and submit the comprehensive reports to the cadre director.

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/CBS:dh

cc: Carletha B. Shaw, Director, School Performance & Accountability  
Bonnie Clemon, Principal, Seagull Alternative High School



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**Seagull Alternative High School**

Mr. Bonnie Clemon, Jr., Principal  
 Ms. Kendra Nichols, Assistant Principal  
 425 Southwest 28 Street  
 Fort Lauderdale, FL 33315  
 Telephone (754) 321-7300  
 Facsimile (754) 321-7340

**The School Board of  
 Broward County, Florida**


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 Dr. Rosalind Osgood

Robert W. Runcie  
 Superintendent of Schools

June 1, 2017

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

From: Bonnie A. Clemon, Jr.   
 Principal, Seagull Alternative High School

SUBJECT: Corrective Inventory Plan and Procedures 2017-18

The corrective plan for the 2017-2018 school year will be twofold. The PNI point person will complete the "Inventory Process & Tips" training offered by the IT department. There will be a focus on monitoring all PNI reports particularly the "new found" items list to ensure that equipment is acquired correctly. In cases where "new found" items will be subsequently surplussed the process will be that they will be acquired first using the Tangible Property Loss/Equipment Acquisition Form and then surplussed using the 3290 Surplus/ Transfer Form. Also, the surplus process will be completed by two staffers to ensure accuracy. An administrator will then physically reconcile the surplus equipment with the corresponding 3290 forms. All surplussing forms will be labeled in consecutive order. Forms will be signed by the Principal and the property custodian with invoices or estimated values authorizing AFRD-CA to add the TPP to the Master File of Capital Assets. Surplus processing will be scheduled twice a year during the first and third quarters.

Additionally, the following practices will be continued and/or implemented:

- Inventory notebooks, property passes will be updated on an ongoing basis
- Notebooks will be inspected by administration quarterly
- PNI 811 reports will be downloaded monthly
- Immediate notification of any PNI discrepancies to AFRD-CA to ensure inventory records are accurate
- Monthly checklist will be completed and discussed during monthly PNI Team meetings. (see attachment)
- Principal will review the Business Practice Bulletin O-100 (Procedure for Property and Inventory Control) with PNI team members
- Meeting and inventory inspection with the cadre director at the Principal's mid-year BASA as well as the final BASA. The internal school inventory will continue to be conducted on a quarterly basis.
- PNI database is located on the school server and available for administrator's inspection at all times

This concentrated effort to accurately maintain all district procedures with regard to property and inventory will ensure that the PNI audit for the coming school is successful.

**SECTION IV:**  
**Supplemental Information**

# The 2016 Florida Statutes

## Title XVIII

### PUBLIC LANDS AND PROPERTY

### TANGIBLE PERSONAL PROPERTY OWNED BY LOCAL GOVERNMENTS

#### CHAPTER 274

#### TANGIBLE PERSONAL PROPERTY OWNED BY LOCAL GOVERNMENTS

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

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

- (1) "Governmental unit" means the governing board, commission or authority of a county or taxing district of the state or the sheriff of the county.
- (2) "Custodian" means the person to whom the custody of county or district property has been delegated by the governmental unit.
- (3) "Property" means all tangible personal property, owned by a governmental unit, of a nonconsumable nature.
- (4) "Fiscal year" means the governmental unit's fiscal year established pursuant to law; otherwise, it means the calendar year.

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

**274.2 Record and inventory of certain property.-**

- (1) The word "property" as used in this section means fixtures and other tangible personal property of a nonconsumable nature.
- (2) The Chief Financial Officer shall establish by rule the requirements for the recording of property and for the periodic review of property for inventory purposes.

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

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

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

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

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

History.- s. 4, ch. 59-163.

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

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

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

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

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



recorded in the records required by that section.

**History.-** s. 7, ch. 59-163.

**274.8        Penalty.-**Any person who violates any provision of this act or any rule prescribed pursuant to its authority shall be guilty of a misdemeanor of the second degree, punishable as provided ins. 775.082 ors. 775.083.

**History.-** s. 8, ch. 59-163; s. 158, ch. 71-136.

**274.9        Construction.-**The provisions of this act shall be liberally interpreted to be cumulative and supplementary to any general, special or local law, heretofore or hereafter enacted.

**History.-** s. 10, ch. 59-163 .

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

**History.-** s. 11, ch. 59-163 .

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

**History.-** s. 1, ch. 61-46.

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

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

**CHAPTER 69I-73**  
**Tangible Personal Property Owned by Local Governments**

69I-73.001	Definitions.
69I-73.002	Threshold for Recording Property.
69I-73.003	Recording of Property.
69I-73.004	Marking of Property Records.
69I-73.005	Disposition of Property.
69I-73.006	Inventory of Property.

**69I-73.001 Definitions.**

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

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

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

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

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

(6) “Depreciated Cost” means cost less accumulated depreciation.

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

(8) “Fiscal Year” means the governmental unit’s fiscal year established pursuant to law.

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

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

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

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

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

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

**69I-73.002 Threshold for Recording Property.**

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

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

**69I-73.003 Recording of Property.**

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

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

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

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

- (a) Identification number.
- (b) Description of item or items.
- (c) Physical location (the city, county, address or building name, and room number therein).
- (d) Name of custodian with assigned responsibility for the item.
- (e) In the case of a property group, the number and description of the component items comprising the group.
- (f) Name, make or manufacturer if applicable.
- (g) Year and/or model(s) if applicable.
- (h) Manufacturer's serial number(s) if any, and if an automobile, vehicle identification number (VIN) and title certificate number if applicable.
- (i) Date acquired.
- (j) Cost or value at the date of acquisition for the item or the identified component parts thereof. When the historical cost of the purchased property is not practicably determinable, the estimated historical cost of the item shall be determined by appropriate methods and recorded. Estimated historical costs shall be identified in the record and the basis of determination established in the governmental unit's public records. The basis of valuation for property items constructed by personnel of the governmental unit shall be the costs of material, direct labor and overhead costs identifiable to the project. Donated items, including federal surplus tangible personal property, shall be valued at fair market value at the date of acquisition. Regardless of acquisition method, the cost or value of a property item shall include ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include expenditures that are directly attributable to asset acquisition, such as freight and transportation charges, installation costs and professional fees.
- (k) Method of acquisition and, for purchased items, the voucher and check or warrant number.
- (l) Date the item was last physically inventoried and the condition of the item at that date.
- (m) If disposed of, the information prescribed in Rule 69I-73.005, F.A.C.
- (n) The local government may include any other information on the individual property record that the governmental unit may care to include.

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

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

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

#### **69I-73.004 Marking of Property Records.**

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

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

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

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

#### **69I-73.005 Disposition of Property.**

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

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

- (a) Date of disposition.
  - (b) Authority for disposition (resolution of the governing body properly recorded in the minutes as required by Section 274.07, F.S.).
  - (c) Manner of disposition (sold, donated, transferred, cannibalized, scrapped, destroyed, traded).
  - (d) Identity of the employee(s) witnessing the disposition, if cannibalized, scrapped or destroyed.
  - (e) For items disposed of, a notation identifying any related transactions (such as receipt for sale of the item, insurance recovery, trade-in).
  - (f) For property certified as surplus, reference to documentation evidencing that such property was disposed of in the manner prescribed by Section 274.05 or 274.06, F.S.
- (3) Transfer of Property Records – The individual property record for each item lawfully disposed of as described in this rule shall be, upon disposition of the item, transferred to a disposed property file. Destruction of such records shall be governed by the provisions of Chapter 119, F.S.
- (4) Control Account – The cost or value of items lawfully disposed of shall be removed from the control account at the time of disposition.

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

#### **69I-73.006 Inventory of Property.**

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

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

- (a) Date of inventory.
  - (b) Identification number.
  - (c) Existence of property item (or not).
  - (d) Physical location (the city, county, address or building name and room number therein).
  - (e) Present physical condition.
  - (f) Name and signature of the employee or other individual attesting to the existence of the item.
  - (g) In the case of a property group, the number and description of the component items comprising the group.
- (3) Electronic scanning format used for the identification number is acceptable only if the recorded data is downloadable to a computer and can then be used to generate reports that will include all information required on the hardcopy inventory form.
- (4) Unrecorded Property – Any property item found during the conduct of an inventory which meets the requirements for accounting and control as defined in Rule 69I-71.003, F.A.C., and which item is not included on the inventory forms described

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

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

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

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

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

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

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