# INTERNAL AUDIT REPORT

# Property and Inventory Audits of Selected Locations
# 2017- 2018

**To be presented to the:**

**Audit Committee on**
**May 10, 2018**

**and**

**The School Board of Broward County, Florida on**
**June 12, 2018**

**By**

**The Office of the Chief Auditor**

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

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Office of the Chief Auditor
Ann Conway, Task-Assigned Chief Auditor
www.browardschools.com

May 3, 2018

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

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

This report contains eighteen (18) property and inventory audits. Our property audits indicated that nine (9) locations in the report complied with prescribed policies and procedures. Nine (9) 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,

Ann Conway

Ann Conway, CPA
Task-Assigned 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 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 surplused and/or transferred to a different location. The District administration requires follow-up verification of all items not accounted for during the physical audit. Subsequently, location administrators must provide a memo identifying the items found by providing the room/FISH number and/or demonstrate the appropriate District approved form(s).

Unaccounted / Found Items

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

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

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

The following report discloses the audit results for 18 schools. These audits were finalized between February 19, 2018 through May 2, 2018. A summary of this report notes that:

- For the 18 locations, items were listed in the property records at a historical cost of $15,023,048.

- For the 18 locations included in this report, 216 items were considered unaccounted for and had a historical cost of $297,409.

# 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 February 19, 2018 through May 2, 2018. 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 Unaccounted For (INAF) | Historical Cost (INAF) | | No Exception/ Exception | Page No. |
|---|---|---|---|---|---|---|---|---|
| | | | | | Not Physically Accounted for | Out of Compliance | | |
| School | Beachside Montessori Village | 1,076 | $760,017 | 12 | $0 | $15,120 | Exception | Pgs. 15-20 |
| School | Mary M. Bethune Elementary | 804 | $770,537 | 14 | $18,463 | $0 | Exception | Pgs. 21-24 |
| School | Charles Drew Elementary | 612 | $490,783 | 1 | $1,300 | $0 | No Exception | |
| School | Colbert Elementary | 1,008 | $770,477 | 6 | $7,450 | $0 | No Exception | |
| School | Cypress Elementary | 1,394 | $771,591 | 2 | $1,611 | $1,450 | No Exception | |
| School | Dr. Martin Luther King Elementary | 713 | $577,041 | 3 | $3,203 | $0 | No Exception | |
| School | Eagle Point Elementary | 1,105 | $916,375 | 16 | $6,141 | $15,845 | Exception | Repeat Pgs. 25-49 |
| School | Gator Run Elementary | 1,147 | $821,294 | 39 | $10,380 | $44,367 | Exception | Repeat Pgs. 50-65 |
| School | Park Ridge Elementary | 579 | $513,895 | 12 | $17,708 | $0 | Exception | Pgs. 66-72 |
| School | Quiet Waters Elementary | 967 | $1,044,067 | 2 | $2,036 | $0 | No Exception | |
| School | Rock Island Elementary | 694 | $667,429 | 5 | $3,298 | $5,032 | Exception | Pgs. 73-77 |
| Sub Total | | **10,099** | **$8,103,506** | **112** | **$71,590** | **$81,814** | | |

| Area | Name | Total Items | Historical Cost | Items Unaccounted For (INAF) | Historical Cost (INAF) | | No Exception/ Exception | Page No. |
|---|---|---|---|---|---|---|---|---|
| | | | | | Not Physically Accounted for | Out of Compliance | | |
| School | Sheridan Park Elementary | 650 | $520,281 | 24 | $0 | $32,023 | Exception | Pgs. 78-118 |
| School | Tamarac Elementary | 1,219 | $901,575 | 2 | $2,881 | $0 | No Exception | |
| School | Tedder Elementary | 989 | $806,155 | 3 | $2,604 | $0 | No Exception | |
| School | New Renaissance Middle | 1,162 | $905,009 | 6 | $4,336 | $3,941 | No Exception | |
| School | Miramar High | 3,026 | $2,666,776 | 44 | $61,199 | $2,370 | Exception | Pgs. 119-127 |
| School | Community School South | 658 | $528,710 | 1 | $904 | $0 | No Exception | |
| School | Cross Creek School | 454 | $591,036 | 24 | $33,747 | $0 | Exception | Pgs. 128-282 |
| Sub Total | | **8,158** | **$6,919,542** | **104** | **$105,671** | **$38,334** | | |
| **Grand Total** | | **18,257** | **$15,023,048** | **216** | **$177,261** | **$120,148** | **9 No Exceptions<br>9 Exceptions** | |

**Audits Performed by:**
**Bryan Erhard**
**Thomas Martens**
**Arsenio Mobley**
**Bruce Norris**
**Stephanie Ormsby**
**Jonathan Tolentino**

**Audits Processed by:**
**Megan Gonzalez**

**Audits Managed by:**
**Ali Arcese**

# SECTION II: Summary Detail

## Property and Inventory Audits - Exceptions Only

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**
**The Office of the Chief Auditor**
**Property Division**
**2017-2018**
**Beachside Montessori Village (2041)**
**Tangible Personal Property Unaccounted for**

**Finding 1 Final disposition documenation completed by school was out of compliance - Serial number were not listed on the final disposition document.**

**Areas out of Compliance**
Business Practice Bulletin O-100: Procedure for Property and Inventory Control
(F) Surplus of Tangible Personal Property
The 3290A Surplus/Transfer Declaration Form ***must*** *list the BPI Number (Property Asset Number),* ***serial number****, model number, and equipment description for each property item being surplussed. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property (See section* ***F.11*** *for instructions on surplussing Buses, Vehicles, and Trailers).*

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | Management Response |
|---|---|---|---|---|---|---|
| 1 | 11-01629 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 2 | 11-01630 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 3 | 11-06131 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 4 | 11-01632 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 5 | 11-01633 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 6 | 11-01634 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 7 | 11-01635 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 8 | 11-01636 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 9 | 11-01637 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 10 | 11-01638 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 11 | 11-01639 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |
| 12 | 11-01640 | FLX STATION LAPTOP GARAGE | $ 1,260.00 | $ 882.00 | $ 378.00 | Surplussed |

| | |
|---|---|
| Total Historical Cost of Property unaccounted for as of January 9, 2018 | $ 15,120.00 |
| [1]Total Accumulated Depreciation as of January 9, 2018 | $ 10,584.00 |
| Net Value of Property considered to be unaccounted for as of January 9, 2018 | $ 4,536.00 |

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

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**
**The Office of the Chief Auditor**
**Property Division**
**2017-2018**
**Mary M. Bethune Elementary (0341)**
**Tangible Personal Property Unaccounted for**

**Finding 1 Missing Tangible Personal Property**
**Areas out of Compliance**
Business Practice Bulletin O-100: Procedure for Property and Inventory
General - Safeguarding Equipment

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | Management Response |
|---|---|---|---|---|---|---|
| 1 | S16052159 | LENOVO THINKPAD X250 NON-TOUCH | $ 795.00 | $ 318.00 | $ 477.00 | Police report filed/not provided |
| 2 | S16052182 | LENOVO THINKPAD X250 NON-TOUCH | $ 795.00 | $ 318.00 | $ 477.00 | No response provided |
| 3 | S16052216 | LENOVO THINKPAD 11E TOUCH | $ 547.00 | $ 218.80 | $ 328.20 | No response provided |
| 4 | 11-02332 | APPLE MACBOOK PRO 2.53 GHZ | $ 2,048.25 | $ 2,048.25 | $ - | No response provided |
| 5 | 11-80401 | THINKCENTRE A62 COMPUTER | $ 2,599.99 | $ 2,599.99 | $ - | No response provided |
| 6 | 08LA00355 | APPLE MACBOOK 2.4 GHz | $ 2,769.81 | $ 2,769.81 | $ - | No response provided |
| 7 | 08-01484 | APPLE MACBOOK 1.83 GHZ W/ CD | $ 1,499.00 | $ 1,499.00 | $ - | No response provided |
| 8 | 07-83351 | IMAC COMPUTER 17" | $ 1,099.00 | $ 1,099.00 | $ - | No response provided |
| 9 | 07-83357 | IMAC COMPUTER 17" | $ 1,099.00 | $ 1,099.00 | $ - | No response provided |
| 10 | 05-40296 | HHP IMAGE TEAM 3875 SCANNER | $ 1,365.00 | $ 1,365.00 | $ - | No response provided |
| 11 | 05-39636 | LEXMARK T630N PRINTER | $ 1,205.00 | $ 1,205.00 | $ - | No response provided |
| 12 | | APPLE LAPTOP COMPUTER (Ser# 452170A1F5W) [2] | $ 945.47 | $ 945.47 | $ - | No response provided |
| 13 | | DELL LAPTOP COMPUTER (Ser# 728L8W1) [2] | $ 750.00 | $ 750.00 | $ - | No response provided |
| 14 | | APPLE LAPTOP COMPUTER (Ser# 451394JFF5W) [2] | $ 945.47 | $ 945.47 | $ - | No response provided |

| | |
|---|---|
| Total Historical Cost of Property unaccounted for as of January 9, 2018 | $ 18,462.99 |
| [1]Total Accumulated Depreciation as of January 9, 2018 | $ 17,180.79 |
| Net Value of Property considered to be unaccounted for as of January 9, 2018 | $ 1,282.20 |

***[1] Based upon class life used by the Accounting and Financial Reporting Department***
***[2] High-risk item unaccounted for***

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**
**The Office of the Chief Auditor**
**Property Division**
**2017-2018**
**Eagle Point Elementary (3461)**
**Tangible Personal Property Unaccounted For**

**Finding 1:** **Missing Tangible Personal Property**
**Area out of Compliance**
Business Practice Bulletin O-100: Procedure for Property and Inventory Control
General - Safeguarding Equipment

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | MANAGEMENT RESPONSE |
|---|---|---|---|---|---|---|
| 1 | 08LA03515 | APPLE MACBOOK 2.4 GHZ | $ 2,769.81 | $ 2,769.81 | $ - | Computer listed twice |
| 2 | 08-82558 | APPLE IMAC INTEL W/17" | $ 1,154.00 | $ 1,154.00 | $ - | Surplused B-Stock 26207 |
| 3 | | DELL E6500 LAPTOP (Ser# 1LVZ0L1)[2] | $ 1,318.18 | $ 1,318.18 | $ - | No Response Provided |
| 4 | | APPLE MACBOOK (Ser# 452170GNF5W)[2] | $ 899.00 | $ 899.00 | $ - | Not on the PNI report |

**Finding 2:** **Surplus of Tangible Personal Property**
Equipment was removed during the SMART surplus; however, the school did not complete the District's approved forms (3290A Surpluse Declaration Transfer Forms) required.
**Area out of Compliance**
Business Practice Bulletin O-100: Procedure for Property and Inventory Control
(F) Surplus of Tangible Personal Property
(2)The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.
(4)The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to the Manager,
(5)The Warehouse will arrange to pick-up the tangible personal property designated for surplus from the applicable location. A work order document will be provided to the property
(9)The property custodian should verify that the property records have been removed from the PNI811 report by running the report in SAP.

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | MANAGEMENT RESPONSE |
|---|---|---|---|---|---|---|
| 5 | 08LA03500 | APPLE MACBOOK 2.4 | $ 2,769.81 | $ 2,769.81 | $ - | Surplused |
| 6 | 08-82557 | APPLE IMAC INTEL W/17" | $ 1,154.00 | $ 1,154.00 | $ - | Surplused B-Stock 26207 |
| 7 | 07-34729 | APPLE DESKTOP IMAC INTEL W/17" | $ 1,099.00 | $ 1,099.00 | $ - | Surplused B-Stock 26207 |
| 8 | 07-82945 | APPLE MACBOOK 13" | $ 1,480.32 | $ 1,480.32 | $ - | Surplused B-Stock 26207 |
| 9 | 07-83010 | APPLE MACBOOK 13" | $ 1,480.32 | $ 1,480.32 | $ - | Surplused B-Stock 26207 |
| 10 | 07-04255 | APPLE IMAC INTEL W/17" | $ 1,099.00 | $ 1,099.00 | $ - | Surplused B-Stock 26207 |
| 11 | 05-33441 | APPLE EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused B-Stock 26207 |
| 12 | 05-33451 | APPLE EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 13 | 05-22773 | DELL PENT4 15" FLAT | $ 1,154.00 | $ 1,154.00 | $ - | Surplused B-Stock 26207 |
| 14 | 05-22777 | DELL PENT4 15" FLAT | $ 1,154.00 | $ 1,154.00 | $ - | Surplused B-Stock 26207 |
| 15 | 05-22783 | DELL PENT4 15" FLAT | $ 1,154.00 | $ 1,154.00 | $ - | Surplused B-Stock 26207 |
| 16 | 03-22633 | APPLE EMAC G4 | $ 1,100.25 | $ 1,100.25 | $ - | Surplused B-Stock 26207 |

| | |
|---|---|
| Total Historical Cost of Property unaccounted for as of August 9, 2017 | $ 21,986.29 |
| [1]Total Accumulated Depreciation as of August 9, 2017 | $ 21,986.29 |
| Net Value of Property considered to be unaccounted for as of August 9, 2017 | $ - |

***[1] Based upon class life used by the Accounting and Financial Reporting Department***
***[2] High-risk items unaccounted for***
*****Revised 3/16/18***

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**
**The Office of the Chief Auditor**
**Property Division**
**2017-2018**
**Gator Run Elementary (3642)**
**Tangible Personal Property Unaccounted For**

**Finding 1:** **Missing Tangible Personal Property**
**Area out of Compliance**
Business Practice Bulletin O-100: Procedure for Property and
General - Safeguarding Equipment

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | MANAGEMENT RESPONSE |
|---|---|---|---|---|---|---|
| 1 | 07-83503 | COMPUTER, APPLE IMAC | $ 1,099.00 | $ 1,099.00 | $ - | Surplused |
| 2 | 07-11921 | APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL | $ 1,085.00 | $ 1,085.00 | $ - | Surplused |
| 3 | 05LA27078 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 4 | 05LA27076 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Not Found |
| 5 | 05LA27176 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Not Found |
| 6 | 05-41612 | APPLE, IBOOK G4 W/CD-RW/DVD/12.1"DISPLAY | $ 1,456.50 | $ 1,456.50 | $ - | Not Found |
| 7 | 04-84864 | APPLE, IBOOK G4 | $ 1,452.20 | $ 1,452.20 | $ - | Surplused |
| 8 | 03-22734 | APPLE, EMAC G4 | $ 1,100.25 | $ 1,100.25 | $ - | Not Found |

**Finding 2:** **Surplus of Tangible Personal Property**
**Area out of Compliance**
Business Practice Bulletin O-100: Procedure for Property and
F. Surplus of Tangible Personal Property
3. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being surplussed. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property.

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | MANAGEMENT RESPONSE |
|---|---|---|---|---|---|---|
| 9 | 11-03274 | APPLE MACBOOK 2.26GHZ W/ DVD+R 13.3" DIS | $ 1,320.55 | $ 1,320.55 | $ - | Surplused |
| 10 | 09-12512 | APPLE MACBOOK 2.1 GHZ W/ CASE | $ 1,432.00 | $ 1,432.00 | $ - | Surplused |
| 11 | 09-12511 | APPLE MACBOOK 2.1 GHZ W/ CASE | $ 1,432.00 | $ 1,432.00 | $ - | Surplused |
| 12 | 08-07892 | APPLE IMAC INTEL W/17" FLAT PANEL/COMBO | $ 1,154.00 | $ 1,154.00 | $ - | Surplused |
| 13 | 07-00126 | APPLE, IBOOK G4 W/CD-RW/DVD/12.1" | $ 1,431.50 | $ 1,431.50 | $ - | Surplused |
| 14 | 05LA27185 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 15 | 05LA27181 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 16 | 05LA27180 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 17 | 05LA27178 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 18 | 05LA27177 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 19 | 05LA27165 | Computer, Apple Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 20 | 05LA27149 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 21 | 05LA27146 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 22 | 05LA27140 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 23 | 05LA27137 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 24 | 05LA27126 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 25 | 05LA27125 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 26 | 05LA27116 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 27 | 05LA27099 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 28 | 05LA27096 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 29 | 05LA27095 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 30 | 05LA27089 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 31 | 05LA27087 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 32 | 05LA27077 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 33 | 05LA27073 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 34 | 05LA27072 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 35 | 05LA27068 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 36 | 05LA27061 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 37 | 05LA27047 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 38 | 05-31117 | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY | $ 1,239.00 | $ 1,239.00 | $ - | Surplused |
| 39 | R04-85511 | COMPUTER, DELL GX520 | $ 2,863.30 | $ 2,863.30 | $ - | Surplused |

| | |
|---|---|
| Total Historical Cost of Property unaccounted for as of January12, 2018 | $ 54,747.04 |
| [1]Total Accumulated Depreciation as of January12, 2018 | $ 54,747.04 |
| Net Value of Property considered to be unaccounted for as of January12, 2018 | $ - |

*[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**
**2017-2018**
**Park Ridge Elementary (1951)**
**Tangible Personal Property Unaccounted for**

**Finding 1 Missing Tangible Personal Property**
**Area out of Compliance**
Business Practice Bulletin O-100: Procedure for Property and Inventory
1. General - Safeguarding Equipment

2. Surpluse of Tangible Personal Property
a. 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 (See D. CONDUCTING SEMI-ANNUAL INVENTORIES).

b. The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.

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

d. The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to the Manager, Material Logistics at the Warehouse.

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | Manager Response |
|---|---|---|---|---|---|---|
| 1 | 11-05106 | APPLE MACBOOK LAPTOP | $ 1,037.30 | $ 1,037.30 | $ - | Missing |
| 2 | 08-12758 | APPLE MACBOOK 2.0 GHZ W/CD | $ 1,499.00 | $ 1,499.00 | $ - | Missing |
| 3 | 05LA14827 | APPLE-REFRESH LAPTOP | $ 1,395.62 | $ 1,395.62 | $ - | Surplussed |
| 4 | 05-46082 | APPLE IBOOK G4 | $ 1,456.50 | $ 1,456.50 | $ - | Surplussed |
| 5 | 04-04708 | LEXMARK T630N B/W PRINTER | $ 1,208.00 | $ 1,208.00 | $ - | Surplussed |
| 6 | 03-08813 | LEXMARK T520N PRINTER | $ 1,258.00 | $ 1,258.00 | $ - | Surplussed |
| 7 | 03-08814 | LEXMARK T520N PRINTER | $ 1,258.00 | $ 1,258.00 | $ - | Surplussed |
| 8 | 03-08817 | LEXMARK T520N PRINTER | $ 1,258.00 | $ 1,258.00 | $ - | Surplussed |
| 9 | 03-08423 | APPLE EMAC G4 | $ 1,423.00 | $ 1,423.00 | $ - | Surplussed |
| 10 | 03-08427 | APPLE EMAC G4 | $ 1,423.00 | $ 1,423.00 | $ - | Surplussed |
| 11 | 03-08428 | APPLE EMAC G4 | $ 1,423.00 | $ 1,423.00 | $ - | Surplussed |
| 12 | | HP PROCURVE 3500 SWITCH | $ 3,069.00 | $ 3,069.00 | $ - | Surplussed |

| | |
|---|---|
| Total Historical Cost of Property unaccounted for as of January 9, 2018 | $ 17,708.42 |
| [1]Total Accumulated Depreciation as of January 9, 2018 | $ 17,708.42 |
| Net Value of Property considered to be unaccounted for as of January 9, 2018 | $ - |

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

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**
**The Office of the Chief Auditor**
**Property Division**
**2017-2018**
**Rock Island Elementary (3701)**
**Tangible Personal Property Unaccounted for**

**Finding 1 Missing tangible personal property**
**Areas out of Compliance**
Business Practice Bulletin O-100: Procedure for Property and Inventory Control
(General) Safeguarding Equipment

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | Management Response |
|---|---|---|---|---|---|---|
| 1 | S17015832 | LENOVO YOGA 260 | $ 899.00 | $ 299.67 | $ 599.33 | Unaccounted for |
| 2 | S17009373 | DOCUMENT CAMERA VISUAL | $ 520.00 | $ 136.19 | $ 383.81 | Unaccounted for |
| 3 | S17009360 | EPSON PWERLITE PROJECTOR | $ 523.00 | $ 159.81 | $ 363.19 | Not received |
| 4 | 08-13338 | PROMETHEAN ACTIVE PANEL | $ 1,356.00 | $ 1,356.00 | $ - | Unaccounted for |

**Finding 2 Serial number omitted on the police report when reported to local authorities.**
Business Practice Bulletin O-100: Procedures for Property and Inventory Control
(E) Reporting Theft or Vandalism of Tangible Personal Property
The location must provide all applicable property and serial numbers of the stolen tangible personal property along with a narrative of the event.

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | Management Response |
|---|---|---|---|---|---|---|
| 5 | 08-02253 | GOLF CART MPT-1000 ELECTRIC | $ 5,032.00 | $ 5,032.00 | $ - | Stolen |

| | |
|---|---|
| Total Historical Cost of Property unaccounted for as of January 9, 2018 | $ 8,330.00 |
| [1]Total Accumulated Depreciation as of January 9, 2018 | $ 6,983.67 |
| Net Value of Property considered to be unaccounted for as of January 9, 2018 | $ 1,346.33 |

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

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**
**The Office of the Chief Auditor**
**Property Division**
**2017-2018**
**Sheridan Park Elementary (1321)**
**Tangible Personal Property Unaccounted For**

**Finding 1: Surplus of Tangible Personal Property (Equipment removed using a fictious B-Stock Pickup Transfer Ticket)**

The disposition process within the District was circumvented after 19 computers were released to A-1 Assets, the District's recycling vendor, and the location did not provide the original documentation to ensure removal of the equipment as the process is designed.

**Area out of Compliance**

Business Practice Bulletin O-100: Procuedure for Property and Inventory Control: (F) Surplus of Tangible Personal Property

(4) The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to the Manager, Warehousing Service Department - (9) Within five business days of receiving notification, the 3290A Surplus/Transfer Declaration Form will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information.The property custodian should verify that the property records have been removed from the PNI811 report by running the report in SAP.

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | MANAGEMENT RESPONSE |
|---|---|---|---|---|---|---|
| 1 | 08LA01668 | Apple MacBook 2.4 GHz; 2 GB RAM | $ 2,769.81 | $ 2,769.81 | $ - | Surplused |
| 2 | 08LA01657 | Apple MacBook 2.4 GHz; 2 GB RAM | $ 2,769.81 | $ 2,769.81 | $ - | Surplused |
| 3 | 08-06893 | APPLE IMAC INTEL W/17" FLAT PANEL/COMBO | $ 1,154.00 | $ 1,154.00 | $ - | Surplused |
| 4 | 07-13533 | APPLE DESKTOP IMAC INTEL W/17" FLAT PANEL | $ 1,085.00 | $ 1,085.00 | $ - | Surplused |
| 5 | 07-05698 | APPLE, MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | $ 1,499.00 | $ 1,499.00 | $ - | Surplused |
| 6 | 06-02628 | APPLE,DESKTOP, EMAC G4 W/17' | $ 1,295.00 | $ 1,295.00 | $ - | Surplused |
| 7 | 06-02615 | APPLE,DESKTOP, EMAC G4 W/17' | $ 1,295.00 | $ 1,295.00 | $ - | Surplused |
| 8 | 06-02608 | APPLE,DESKTOP, EMAC G4 W/17' | $ 1,295.00 | $ 1,295.00 | $ - | Surplused |
| 9 | 06-02607 | APPLE,DESKTOP, EMAC G4 W/17' | $ 1,295.00 | $ 1,295.00 | $ - | Surplused |
| 10 | 06-02604 | APPLE,DESKTOP, EMAC G4 W/17" | $ 1,295.00 | $ 1,295.00 | $ - | Surplused |
| 11 | 05-44106 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-RW | $ 1,295.05 | $ 1,295.05 | $ - | Surplused |
| 12 | 05-44105 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-RW | $ 1,295.05 | $ 1,295.05 | $ - | Surplused |
| 13 | 05-44104 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-RW | $ 1,295.05 | $ 1,295.05 | $ - | Surplused |
| 14 | 05-22265 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-RW | $ 1,100.00 | $ 1,100.00 | $ - | Surplused |
| 15 | 05-22255 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-RW | $ 1,100.00 | $ 1,100.00 | $ - | Surplused |
| 16 | 05-22254 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-RW | $ 1,100.00 | $ 1,100.00 | $ - | Surplused |
| 17 | 05-22252 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-RW | $ 1,100.00 | $ 1,100.00 | $ - | Surplused |
| 18 | 05-22250 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-RW | $ 1,100.00 | $ 1,100.00 | $ - | Surplused |
| 19 | 02-01178 | COMPUTER, MAC IMAC | $ 1,583.86 | $ 1,583.86 | $ - | Surplused |

**Finding 2: Surplus of Tangible Personal Property**

Equipment was removed during the SMART surplus; however, the District's "original" approved forms were not remitted to B-Stock.

**Area out of Compliance**

Business Practice Bulletin O-100: Procuedure for Property and Inventory Control: (F) Surplus of Tangible Personal Property

(2)The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.

(4) The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to the Manager, Warehousing Service Department -

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | MANAGEMENT RESPONSE |
|---|---|---|---|---|---|---|
| 20 | 08-06883 | APPLE IMAC INTEL W/17" FLAT PANEL/COMBO | $ 1,154.00 | $ 1,154.00 | $ - | Surplused |
| 21 | R07-84176 | DELL, DESKTOP OPTIPLEX | $ 1,024.00 | $ 1,024.00 | $ - | No Response Received |
| 22 | R07-84175 | DIMENSION 1100/B110 COMPUTER | $ 1,024.00 | $ 1,024.00 | $ - | No Response Received |
| 23 | 05-22256 | COMPUTER, APPLE EMAC | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 24 | | COMPUTER, APPLE EMAC (SER# G845140FRBE)[2] | $ 998.95 | $ 998.95 | $ - | Surplused |

| | |
|---|---|
| Total Historical Cost of Property unaccounted for as of August 9, 2017 | $ 32,022.88 |
| [1]Total Accumulated Depreciation as of August 9, 2017 | $ 32,022.88 |
| Net Value of Property considered to be unaccounted for as of August 9, 2017 | $ - |

***[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**
**Miramar High School (1751)**
**Tangible Personal Property Unaccounted For**

**Finding 1:** **Missing**

**Area out of Compliance**

Business Practice Bulletin O-100: Procedure for Property and Inventory Control
General - Safeguarding Equipment

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | MANAGEMENT RESPONSE |
|---|---|---|---|---|---|---|
| 1 | S16024014 | LENOVO THINKPAD YOGA 12 | $ 1,074.00 | $ 429.60 | $ 644.40 | Missing Per Response |
| 2 | R10-82167 | DELL OPTIPLEX 755 COMPUTER | $ 1,036.00 | $ 1,036.00 | $ - | Missing Per Response |
| 3 | R09-83483 | DELL LATITUDE E6400 COMPUTER | $ 1,761.29 | $ 1,761.29 | $ - | Missing Per Response |
| 4 | R07-84162 | DELL LATITUDE D820 COMPUTER | $ 1,872.00 | $ 1,872.00 | $ - | Missing Per Response |
| 5 | R07-84155 | DELL LATITUDE D820 COMPUTER | $ 1,872.00 | $ 1,872.00 | $ - | Missing Per Response |
| 6 | R07-84145 | DELL LATITUDE D820 COMPUTER | $ 1,872.00 | $ 1,872.00 | $ - | Missing Per Response |
| 7 | A13-80422 | SONY PCG-6Q11 | $ 2,385.00 | $ 2,385.00 | $ - | Missing Per Response |
| 8 | A13-80421 | LAPTOP, HP ELITEBOOK 8530P | $ 1,951.72 | $ 1,951.72 | $ - | Missing Per Response |
| 9 | 11-05016 | LAPTOP, APPLE 13" MACBOOK | $ 1,037.30 | $ 1,037.30 | $ - | Missing Per Response |
| 10 | 11-05012 | LAPTOP, APPLE 13" MACBOOK | $ 1,037.30 | $ 1,037.30 | $ - | Missing Per Response |
| 11 | 08-12621 | COMPUTER, DELL DESKTOP 755 | $ 1,068.00 | $ 1,068.00 | $ - | Missing Per Response |
| 12 | 08-03047 | REBOUNDER, SHOOT-A-WAY SA-1500 BASKETBAL | $ 2,046.00 | $ 2,046.00 | $ - | Missing Per Response |
| 13 | 07-13779 | HJ LANDING SYSTEM | $ 3,629.00 | $ 3,629.00 | $ - | Missing Per Response |
| 14 | 07-05549 | APPLE,DESKTOP,IMAC INTEL W/20"FLAT PANEL | $ 1,815.00 | $ 1,815.00 | $ - | Missing Per Response |
| 15 | 07-01468 | DELL DESKTOP P4, W/17" FLAT PANEL/CD-RW/ | $ 1,066.00 | $ 1,066.00 | $ - | Missing Per Response |
| 16 | 07-00193 | DELL DESKTOP P4, TOWER 19" FLAT/DVD+/RW | $ 1,147.00 | $ 1,147.00 | $ - | Missing Per Response |
| 17 | 05-41952 | DELL,DESKTOP,PENTIUM 4 W/15" FLAT PANEL/ | $ 1,123.00 | $ 1,123.00 | $ - | Missing Per Response |
| 18 | 05-41933 | DELL,DESKTOP,PENTIUM 4 W/15" FLAT PANEL | $ 1,123.00 | $ 1,123.00 | $ - | Missing Per Response |
| 19 | 05-41925 | COMPUTER, APPLE EMAC | $ 1,100.00 | $ 1,100.00 | $ - | No Response Provided |
| 20 | 04-19310 | FLORAL REFRIGERATOR DISPLAY CASE | $ 7,281.00 | $ 7,281.00 | $ - | Missing Per Response |
| 21 | 04-17452 | DELL, DESKTOP, 15 | $ 1,154.00 | $ 1,154.00 | $ - | Missing Per Response |
| 22 | 04-17443 | DELL, DESKTOP, 15 | $ 1,154.00 | $ 1,154.00 | $ - | Missing Per Response |
| 23 | 03-22977 | APPLE, DESKTOP, IMAC G4 W/17"FLAT PANEL/ | $ 1,960.00 | $ 1,960.00 | $ - | Missing Per Response |
| 24 | 03-22971 | APPLE, DESKTOP, IMAC G4 W/17"FLAT PANEL/ | $ 1,960.00 | $ 1,960.00 | $ - | Missing Per Response |
| 25 | 02-81304 | SIMULATOR, ELITE ZULU | $ 4,600.00 | $ 4,600.00 | $ - | Missing Per Response |
| 26 | 02-15338 | COMPUTER, MAC IMAC G4 | $ 1,642.36 | $ 1,642.36 | $ - | Missing Per Response |
| 27 | 02-15333 | COMPUTER, MAC IMAC G4 | $ 1,642.36 | $ 1,642.36 | $ - | Missing Per Response |
| 28 | | Computer, Dell Optiplex 745 (SER# 1KWHVD1) | $ 345.00 | $ 345.00 | $ - | Missing Per Response |
| 29 | | Computer, Dell Optiplex 755 (SER# 20M9KH1) | $ 851.69 | $ 851.69 | $ - | Missing Per Response |
| 30 | | Computer, Dell Optiplex 745 (SER# 2LWHVD1) | $ 345.00 | $ 345.00 | $ - | Missing Per Response |
| 31 | | Computer, Dell Optiplex 745 (SER# 3D5CYD10 | $ 892.00 | $ 892.00 | $ - | Missing Per Response |
| 32 | | Computer, Dell Optiplex 755 (SER# 3KPFKH1) | $ 851.69 | $ 851.69 | $ - | Missing Per Response |
| 33 | | Computer, Dell Optiplex 745 (SER# 4BMHVD1) | $ 345.00 | $ 345.00 | $ - | Missing Per Response |
| 34 | | Computer, Dell Optiplex 755 (SER# 4BPFKH1) | $ 851.69 | $ 851.69 | $ - | Missing Per Response |
| 35 | | Computer, Dell Optiplex 755 (SER# 5P6DKH1) | $ 851.69 | $ 851.69 | $ - | Missing Per Response |
| 36 | | Computer, Dell Optiplex 755 (SER# 62PFKH1) | $ 851.69 | $ 851.69 | $ - | Missing Per Response |
| 37 | | Computer, Dell Optiplex 745 (SER# FNWFVD1) | $ 345.00 | $ 345.00 | $ - | Missing Per Response |
| 38 | | Computer, Dell Optiplex 745 (SER# FXWBXD1) | $ 345.00 | $ 345.00 | $ - | Missing Per Response |
| 39 | | Computer, Dell Optiplex (SER # GLWHVD1) | $ 345.00 | $ 345.00 | $ - | Missing Per Response |
| 40 | | Computer, Dell Optiplex 755 (SER# HL4S0G1) | $ 832.00 | $ 832.00 | $ - | Missing Per Response |
| 41 | | Computer, Dell Optiplex 7010 (SER# HVZPCZ1) | $ 885.65 | $ 885.65 | $ - | Missing Per Response |
| 42 | | Computer, Dell Optiplex 755 (SER# JCPFKH1) | $ 851.69 | $ 851.69 | $ - | Missing Per Response |

**Finding 2:** **Police reports - delayed reporting**

**Area out of Compliance**

Business Practice Bulletin O-100: Procedure for Property and Inventory
E. Reporting Theft or Vandalism of Tangible Personal Property
In the event of theft or vandalism, the property custodian will report the loss to the Special Inventigative Unit (SIU) and the local authorities at the time of the incident. As a component of the police report and the SIU's Immediate Notification Form, the location must provide all applicable property and serial numbers of the stolen tangible personal property along with a narrative of the event. This should be completed within two business days from when the incident is known or should have been known.

| | BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | MANAGEMENT RESPONSE |
|---|---|---|---|---|---|---|
| 43 | 10-04986 | APPLE MACBOOK 2.1 GHZ W/DVD 13.3"DISPLAY | $ 1,418.00 | $ 1,418.00 | $ - | Stolen- Invalid Over 48 Hrs |
| 44 | | Laptop, Dell Latitude E6400 (SER# 90N4LN1) | $ 952.00 | $ 952.00 | $ - | Stolen- Invalid Over 48 Hrs |

| | |
|---|---|
| Total Historical Cost of Property unaccounted for as of February 10, 2018 | $ 63,569.12 |
| [1]Total Accumulated Depreciation as of February 10, 2018 | $ 62,924.72 |
| Net Value of Property considered to be unaccounted for as of February 10, 2018 | $ 644.40 |

*[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**
**2017-2018**

## Cross Creek School (3222)
## Tangible Personal Property Unaccounted For

**Finding 1** **Missing Equipment (Surplus forms provided by the school were altered from the original received by Accounting and Financial Reporting - Capital Assets)**

**Areas out of Compliance**

Business Practice Bulletin O-100: Procedure for Property and Inventory

(F) Surplus of Tangible Personal Property

(2)The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.

(4)The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to the Manager, Material Logistics at the Warehouse.

(5)The Warehouse will arrange to pick-up the tangible personal property designated for surplus from the applicable location. A work order document will be provided to the property custodian at each location to certify removal activity.

(9)The property custodian should verify that the property records have been removed from the PNI811 report by running the report in SAP.

| | BPI NUMBER | Warehouse DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | Management Response |
|---|---|---|---|---|---|---|
| 1 | 06-84195 | Computer, Dell Star System | $ 2,863.30 | $ 2,863.30 | $ - | Surplused |
| 2 | 05LA03836 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 3 | 05LA03844 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 4 | 05LA03846 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 5 | 05LA03847 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 6 | 05LA03857 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 7 | 05LA22943 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 8 | 05LA22948 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 9 | 05-36202 | DELL DESKTOP PENTIUM 4 W/17" | $ 1,318.00 | $ 1,318.00 | $ - | Surplused |
| 10 | 05-30947 | APPLE, IBOOK G4 COMBO | $ 1,239.00 | $ 1,239.00 | $ - | Surplused |
| 11 | 05-30951 | APPLE,IBOOK G4 COMBO | $ 1,239.00 | $ 1,239.00 | $ - | Surplused |
| 12 | 04-01214 | APPLE, DESKTOP EMAC G4 | $ 1,390.00 | $ 1,390.00 | $ - | Surplused |
| 13 | 04-00181 | APPLE DESKTOP, EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 14 | 04-00182 | APPLE DESKTOP, EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 15 | 04-00183 | APPLE DESKTOP, EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 16 | 04-00189 | APPLE DESKTOP, EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 17 | 04-00200 | APPLE DESKTOP, EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 18 | 03-00557 | COMPUTER,MAC EMAC G4 | $ 1,523.00 | $ 1,523.00 | $ - | Surplused |
| 19 | 03-00564 | COMPUTER,MAC EMAC G4 | $ 1,523.00 | $ 1,523.00 | $ - | Surplused |
| 20 | 03-00573 | APPLE DESKTOP, EMAC G4 | $ 1,523.00 | $ 1,523.00 | $ - | Surplused |
| 21 | 03-00574 | COMPUTER,MAC EMAC G4 | $ 1,523.00 | $ 1,523.00 | $ - | Surplused |
| 22 | 01-19835 | COMPUTER, MAC IMAC | $ 1,583.86 | $ 1,583.86 | $ - | Surplused |
| 23 | 01-10182 | COMPUTER, MAC IMAC | $ 1,195.86 | $ 1,195.86 | $ - | Surplused |
| 24 | 98-09180 | PRINTER, LEXMARK OPTRA S 1250 | $ 1,555.50 | $ 1,555.50 | $ - | Surplused |

| | | |
|---|---|---|
| Total Historical Cost of Property unaccounted for as of May 23, 2017 | $ | 33,747.36 |
| [1]Total Accumulated Depreciation as of May 23, 2017 | $ | 33,747.36 |
| 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*
*[2] High-risk items unaccounted for*

# SECTION III:
# Locations with Exceptions

**School Name:** **Beachside Montessori Village (2041)**

**Principal:** **Vered E. Roberts**

**Address:** **2230 Lincoln Street**
**Hollywood, FL 33020**

**Also requested to respond to the audit finding(s):**

**Department Name:** **Accounting & Financial Reporting Department**

**Director:** **Erum Motiwala**

**Address:** **600 SE 3rd Avenue**
**Fort Lauderdale, FL 33301**

| | |
|---|---|
| Total Number of Items in Inventory: | 1,076 |
| Total Dollar Cost of Items in Inventory: | $760,017 |
| Total Number of Items Unaccounted for: | 12 |
| Total Dollar Cost of Items Unaccounted for: | $15,120 |
| Total Net Value of Items Unaccounted for: | $4,536 |
| Percentage of Dollar Cost of Items Unaccounted for: | 2.0% |

As a result of the property and inventory audit conducted at Beachside Montessori Village, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

**Finding 1**

During the physical audit at Beachside Montessori Village, twelve FLX Station Laptop Garages were listed on 3290A Surplus Declaration Transfer forms without a serial number. According to Business Practice Bulletin O-100: Procedures for Property and Inventory Control (BPB-O-100), *the 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being surplused. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property (See section F.11 for instructions on surplussing Buses, Vehicles, and Trailers).* All twelve stations were clearly marked with the BPI# and serial numbers.

When Accounting and Financial Reporting – Capital Assets (AFRD-CA) received the forms and as part of their internal procedures, they should have returned the forms to the school along with a notification indicating that the forms were out of compliance. It was brought to AFRD-CA's attention after the audit was completed that the forms accepted and processed were out of compliance with BPB O-100.

There were procedural oversights on the part of the school and AFRD-CA.

**Recommendations to the School**

The Office of the Chief Auditor (OCA) 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 reconciliation of assets is completed semi-annually in order to comply with policies and procedures. By

**(Beachside Montessori Village continued)**

performing the reconciliation routinely, it will help the school identify and correct in a timely fashion any errors and discrepancies found. The Principal can improve accountability and ensure safeguarding of the District's assets by strengthening the internal controls at the school.

The OCA also recommends that the school's tracking database is updated as often as needed to ensure that all records within the school's database reflect the same information as the District's Master File Database.

In addition, the OCA recommends that the procedures for surplussing tangible personal property be reviewed with all staff members involved in the process to ensure that everyone is made aware of the requirements set forth by the policies and procedures.

**Finding 2**

It was also disclosed that the FLX Station Laptop Garages were categorized as computers instead of furniture in the District's Master File Database. Accounting and Financial Reporting – Capital Assets changed the asset class code from Furniture-Desk/Tables (035) to Computers/Parts and Printers (044) in June 2016. When AFRD-CA changed the classification, complete depreciation of the asset occurred. The stations still contained useful life and should not have been completely depreciated. Additional documentation should have been required from the school to certify that the furniture was obsolete, was uneconomical or inefficient, or served no useful function. FS 274.05 –Surplus property states that *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.*

**Recommendations to Accounting and Financial Reporting**

The OCA recommends that AFRD-CA develops and implements procedures that determine and document the proper classification of all assets. When a change of asset class code is being considered, the procedures should include instructions to ensure that the correct asset class code is being applied.

Additionally, the OCA recommends that AFRD-CA provide training and resources to all locations in the District regarding the useful life of an asset.

**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**

March 8, 2018

TO: Ann Conway
Task Assigned Chief Auditor

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

**SUBJECT: PROPERTY AND INVENTORY AUDIT RESPONSE**
**BEACHSIDE MONTESSORI VILLAGE**

The Property and Inventory Audit, Fiscal Year 2017-2018 for Beachside Montessori Village has been reviewed by the Office of School Performance & Accountability. The principal has been directed to take the following corrective measures, which will be closely monitored by this office.

- The principal will work with the school inventory team to ensure that the proper paperwork is completed and appropriately reconciled for accuracy prior to the surplus or transfer of school equipment to another location.

- The principal will submit **quarterly** Property and Inventory audit reports that will include the PNI 811 Asset Report and the Discrepancy List Report to the Office of School Performance & Accountability beginning June of 2017-2018. Additionally, all discrepancies will be reported in writing to Capital Assets and the Office of the Chief Auditor.

- The school inventory team will attend district-offered workshops regarding property and inventory offered by the Information & Technology Department. The school will provide written verification of training to the Office of School Performance & Accountability upon completion.

- The cadre director will work with the principal and monitor the school's process to ensure school compliance with policies and procedures for property and inventory.

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

VSW/DH:bjw

cc: David Hall, Director, Office of School Performance and Accountability
Vered Roberts, Principal, Beachside Montessori Village

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

Beachside Montessori Village
Vered Roberts, Principal
2230 Lincoln Street
754-323-8050
754-323-8090 (Fax)



March 1, 2018

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

Judith Marte, Chief
Office of the Chief Financial Officer

FROM: Vered Roberts, Principal VR
Beachside Montessori Village

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE**

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

Beachside Montessori Village has an extensive Inventory Management System database, which is maintained and checked frequently to ensure all items are accounted for. The audit finding relates to one B-Stock transfer, which occurred on 6/15/17. In preparation for the B-Stock transfer, the Surplus Declaration Transfer form 3290A was completed. The items were listed on the form without a serial number as a result of our failure to reconcile our database with the district's database. It was a clerical error. Please note that a serial number was not assigned to those items until the 2016-2017 audit (the items were purchased when the school opened 8 years ago). When Accounting and Financial Reporting- Capital Assets (AFRD-CA) received the surplus forms, they did not return them to the school with a notification indicating that the forms were out of compliance. Additionally, during the exit interview on October 18, 2017, the auditor concluded the 2017-2018 inventory audit without any audit exceptions. He, too, checked and accepted the surplus forms without notification that the forms were out of compliance.

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

- The Principal will ensure that any future 3290A Surplus/Transfer Declaration Forms will list the BPI Number, serial number, model number, and equipment description for each property item being surplussed.
- The Principal resubmitted a revised 3290A Surplus/Transfer Declaration form that includes the serial number of the surplussed items.
- The Principal will ensure Quarterly property and inventory reviews are conducted to ensure the school's in-house database records and the District's Master File database records are accurate. Any discrepancies will be promptly addressed.
- The Principal, Assistant Principal and Micro Technology Specialist will attend the Inventory Process and Tips training.
- The Principal has reviewed the Business Practice Bulletin 0-100 Procedure for Property and Inventory Control with the property team members.

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

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
**Accounting & Financial Reporting Department**
*K. C. Wright Administration Center*

February 28, 2018

TO: Ms. Ali Arcese, Manager
Property & Inventory Audits

FROM: Ms. Priscilla Moxey, Accountant IV
Accounting & Financial Reporting Department

VIA: Ms. Erum Motiwala, Director
Accounting & Financial Reporting Department

SUBJECT: Audit Report on Property Inventory – Beachside Montessori Village Response
Fiscal Year 2017-18

During the property and inventory system conversion to SAP, an error was made on filtering for the term "Laptop" and resulted in the term "Laptop Garage" being selected. Staff made an error and the item was incorrectly reclassified from desk into computers.

Staff has been reminded of the requirements to follow the Business Practice Bulletin O-100 and additional training will be provided to my staff.

As it relates to the District-wide training, the CFO already mandated this in late December and this is currently on-going.

EM/PM

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

Ms. Judith M. Marte
Chief Financial Officer

Erum Motiwala, Director Phone: 754-321-2270 Fax: 754-321-2289

**School Name:** **Mary M. Bethune Elementary (0341)**

**Previous Principal:** **Michelle Alvarez**

**New Principal:** **Latosha Williams**

**Address:** **2400 Meade Street**
**Hollywood, FL 33020**

| | |
|---|---|
| Total Number of Items in Inventory: | 804 |
| Total Dollar Cost of Items in Inventory: | $770,537 |
| Total Number of Items Unaccounted for: | 14 |
| Total Dollar Cost of Items Unaccounted for: | $18,463 |
| Total Net Value of Items Unaccounted for: | $1,282 |
| Percentage of Dollar Cost of Items Unaccounted for: | 2.4% |

As a result of the property and inventory audit conducted at Mary M. Bethune Elementary, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

## Finding

During the physical inventory audit at Mary M. Bethune Elementary, 14 items (12 computers, one printers, one scanner) were not physically accounted for.

## Recommendations

The OCA 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 new Principal should ensure the reconciliation of assets is completed semi-annually in order to comply with policies and procedures. By performing the reconciliation routinely, it will help the school identify and correct on a timely basis any errors and discrepancies found. The new Principal can improve accountability and ensure safeguarding of the District's assets by strengthening the internal controls at the school. Examples of internal controls areas that can assist in strengthening internal controls are creating a Property & Inventory team and ensuring all staff is made aware of procedures implemented by the new Principal.

In addition, the OCA recommends that the procedures for surplussing tangible personal property be reviewed with all staff members involved in the process to ensure that everyone is made aware of the requirements set forth by the policies and procedures

## Additional Recommendations

The Office of the Chief Auditor recommends the Principal register the designated property and inventory 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 property and inventory team to ensure compliance with all policies procedures.

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

**Valerie S. Wanza, Ph.D.**
***Chief Officer***

Telephone: 754-321-3838 Facsimile: 754-321-3886

March 8, 2018

TO: Ann Conway
Task Assigned Chief Auditor

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

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE – MARY M. BETHUNE ELEMENTARY SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2017-18 property and inventory audit for Mary M. Bethune 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 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 work with the principal during the 2018-19 school budget planning cycle to determine if funds can be allocated for a part or full-time micro-technology specialist at the school.
- The cadre director will review the school's progress in this area during his regularly scheduled school visits.
- Another school that has demonstrated accuracy and efficiency in this area will be identified to work with this principal to share best practices in asset management.

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

VSW/JH:lp

cc: Jacquelyn Haywood, School Performance & Accountability Director
Latosha Williams, Principal, Mary M. Bethune Elementary School

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MARY M. BETHUNE ELEMENTARY
School of the Arts
Latosha Williams, Principal
2400 Meade Street
Hollywood, FL 33020
(754) 323-4900 FAX (754) 323-4940
http://bethune.browardschools.com



March 1, 2018

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

FROM: Latosha Williams LW
Principal, Mary M. Bethune Elementary 0341

SUBJECT: RESPONSE TO AUDIT REPORT ON PROPERTY & INVENTORY FISCAL YEAR 2017-2018

Based on the drafted report identifying the examination of the property and inventory of Mary M. Bethune Elementary School, I have implemented the following corrective actions to address the recommendations provided:

**Reconciliation of Assets:**

- The Principal will ensure the reconciliation of asset is completed semi-annually to ensure compliance with policies and procedures.

**Monitoring Property Records:**

- The Principal will create a Property & Inventory team, which includes the Micro Technician, Assistant Principal, Head Facilities Serviceperson, and all Team Leaders who will adhere to School Board policies, procedures, and the Standard Practice Bulletins with fidelity through quarterly inventory monitoring.
- An inventory monitoring plan will be implemented that will include breaking up the school into sections for quarterly self-inventories. Whole school inventories will be conducted on a quarterly basis. If a discrepancy occurs during quarterly monitoring, a list of those missing items will be submitted to Capital Assets, Property and Inventory and the Office of School Performance & Accountability.

- The Principal and New Micro Technology Specialist have registered and attended the Inventory Process & Tips training offered by the Information and Technology Department. The Assistant Principal and other essential team members will be registered for the next available training.

**Surplus Transfer Activity:**

- Principal will review with the Property and Inventory Team the processes and procedures for surplussing tangible property.
- Principal will ensure that the team reviews the Asset Report on a quarterly basis, and any items that are surplused, transferred, stolen, or lost will be removed immediately.

**Equipment Unaccounted For:**

We were able to account for the following equipment listed below:

| BPI Number | Item Description | Response |
|---|---|---|
| 09-82219 | Lexmark T640 Printer | Item found in Room 926 |

I understand the seriousness of the accurate account and security of all district items. I am very confident that the above-mentioned corrective actions will ensure compliance with School Board policies, procedures, and Standard Practice Bulletins and result in accounting for all property and inventory assigned to Mary M. Bethune Elementary School.

**School Name:** **Eagle Point Elementary (3461)**

**Principal:** **Christine De Zayas-Fernandez**

**Address:** **100 Indian Trace**
**Weston, FL 33326**

| | |
|---|---|
| Total Number of Items in Inventory: | 1,105 |
| Total Dollar Cost of Items in Inventory: | $916,375 |
| Total Number of Items Unaccounted for: | 16 |
| Total Dollar Cost of Items Unaccounted for: | $21,986 |
| Total Net Value of Items Unaccounted for: | $0 |
| Percentage of Dollar Cost of Items Unaccounted for: | 2.4% |

| Prior Audit | | | |
|---|---|---|---|
| Fiscal Year Audit | Total Assets Unaccounted for | Historical Value of Assets Unaccounted for | Status |
| 2017 | 8 | $10,094 | Exception DeZayes-Fernandes |

As a result of the property and inventory audit conducted at Eagle Point Elementary, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

**Finding 1**

During the physical inventory audit at Eagle Point Elementary, four computers were not physically accounted for. According to the Principal's response, an Apple computer was "listed twice" and it was assumed that the asset record was duplicated; however, it was determined that the school's tracking database listed an incorrect serial number for this particular computer. The correct serial number was available through the District's PNI811 report. The school should have been able to identify this discrepancy while conducting their semi-annual inventory and should have corrected the error in their database. The computer bearing the correct serial number could not be physically located during the property and inventory audit. The Principal also stated that an Apple computer was surplused during the SMART surplus process; however, the computer was not listed on the scanned asset list created by the Warehousing Services Department – B-Stock nor was it listed any of the 3290A Surplus Declaration Transfer Forms submitted by the school. In addition, an Apple MacBook and a Dell laptop could not be located during the property and inventory audit. The four items were all considered missing.

**Recommendations**

The Office of the Chief Auditor (OCA) 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 reconciliation of assets is completed semi-annually in order to comply with policies and procedures. By performing the reconciliation routinely, the school can identify and correct on a timely basis any errors and discrepancies found. The Principal can improve accountability and ensure safeguarding of the District's assets by strengthening the internal controls at the school. Examples of actions that can assist in strengthening internal controls are creating a Property and Inventory team and ensuring all staff is made aware of procedures implemented by the Principal.

The OCA also recommends that the school's tracking database be updated as often as needed to ensure that all records within the school's database reflect the same information as the District's Master File Database.

**(Eagle Point Elementary continued)**

**Finding 2**

12 computers were surplused according to the Principal's response. The Principal referenced B-Stock Transfer Ticket 26207; however, when the original forms were pulled from Accounting and Financial Reporting – Capital Assets' archives, the computers were not listed on the 3290A Surplus Declaration Transfer Forms (see Exhibit A). Although the Principal stated that the items were surplused, the original 3290A Surplus Declaration Transfer Forms were not submitted to the Warehousing Services Department – B-Stock as the process was designed.

**Recommendations**

The OCA recommends that the procedures for surplussing tangible personal property be reviewed with all staff members involved in the process, to ensure that everyone is made aware of the requirements set forth by the policies and procedures. The OCA also recommends when large numbers of tangible personal property items are being surplused that additional staff members are asked to assist in the task to ensure all documentation is accurate and in compliance with policies and procedures.

**Additional Recommendations**

The OCA recommends the Principal register the designated Property and Inventory 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 Property and Inventory team to ensure compliance with all policies and procedures.

**Subsequent to the Principal's Property and Inventory Audit Response:**

As part of the Scope, Objective and Methodology of the Property and Inventory Audit, the OCA test compliance with policies and procedures prescribed by the School Board Polices and Business Practice Bulletin O-100: Procedures for Property and Inventory Control (BPB O-100).

Cadre Director and Principal requested the Property and Inventory Audit at Eagle Point Elementary over the summer since the Micro-Computer Tech had announced that he was resigning from his position. The OCA began the audit on August 14, 2017. On December 8, 2017, the OCA received the final documentation required to fully reconcile all assets at Eagle Point Elementary. Several extension were granted during this period as the OCA took into consideration that the school was operating without a Micro-Computer Tech.

For the second consecutive year, the results of the property and inventory audit identified internal control weaknesses within the school's surplus process (see Exhibit B). It is also important to point out that the unaccounted for equipment had been surplused more than a year before the property and inventory audit began. The school should have been able to identify these errors during their semi-annual inventories, which are required by the BPB O-100.

Although the Principal classifies this exception as "clerical errors", these errors leave the School Board of Broward County out of compliance with the Florida Statute and Florida Administrative Code listed below. BPB O-100 identifies the documentation all locations must complete and the process that must take in order for the School Board of Broward County to comply with all statutes and administrative codes. It is imperative that locations follow the BPB O-100 so that the records kept at the District level are accurate.

**(Eagle Point Elementary continued)**

**Florida Statute 274.07 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.

**Florida Administrative Code 69I-73 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.

Exhibit A

Broward Cty Schools Capital Assets

NEWDOC

Surplus

Location # 3461

Date: 7/21/2016 L

SMART SURPLUS
COMPLETED 6/28/16 KW.

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

1 of 7 pages

**Submit Surplus / Transfer Form to B-Stock**

[X] *SURPLUS (Principal / Director authorization signature required)

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

BOARD APPROVED 1/27/17

B-Stock Transfer #: 26027

Transfer Assistance Required: [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA 2016 JUL 21 PM 2:22

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 03-22645 | G83215MWPQL | | Apple, Desktop, eMac G4 | 1100.25 | ☒ | ☐ |
| 03-22632 | G83214XPPQL | | Apple, Desktop, eMac G4 | 1100.25 | ☒ | ☐ |
| 03-22636 | G83215C8PQL | | Apple eMac G4 | 1100.25 | ☒ | ☐ |
| 03-22639 | G83215DLPQL | | Apple eMac G4 | 1100.25 | ☒ | ☐ |
| 03-22635 | G83215A6PQL | eMac | Apple eMac G4 | 1100.25 | ☒ | ☐ |
| 03-22638 | G83215D9PQL | | Apple eMac G4 | 1100.25 | ☐ | ☐ |
| 03-22643 | G83215GHPQL | | Apple eMac G4 | 1100.25 | ☒ | ☐ |
| 04-17004 | G84138RAQLP | | Apple, Desktop, eMac 17 | 1100.30 | ☒ | ☐ |
| 04-17022 | G84138RPQLP | | Apple, Desktop, eMac 17 | 1100.30 | ☒ | ☐ |
| 04-17023 | G84138R9QLP | | Apple, Desktop, eMac 17 | 1100.30 | ☒ | ☐ |
| A10-82097 | G8437N6TQQL | | APPLE, EMAC G4 | 1100.30 | | |

Equipment Transfer / Surplus Approved by: [signature] (Principal / Director (per Policy 3204)) Date: 4/27/16

Released by: RICHARD PHILLIPS Date: 6/28/16
Please Print Name, Title

COMPLETED
PNI 560
Date
Initials LW

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

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

Form #3290A
Rev. 07/08

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

Exhibit A



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

**Submit Surplus / Transfer Form to B-Stock**

[X] ***SURPLUS** (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

**Transfer Assistance Required:** [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 04-17006 | G84138RZQLP | | Apple, Desktop, eMac 17" | 1100.30 | ☒ | ☐ |
| 05-22748 | G842329TR93 | | Apple, eMac G4 17" Flat CRT | 1100.30 | ☒ | ☐ |
| 05-22747 | G842329ZR93 | | Apple, eMac G4 17" Flat CRT | 1100.30 | ☒ | ☐ |
| 05-22767 | G84232AKR93 | | Apple, eMac G4 17" Flat CRT | 1100.30 | ☒ | ☐ |
| NF 05-22799 | NF G84247B3R93 | | Apple, eMac G4 17" Flat CRT | — | ☒ | ☐ |
| 05-22801 | G84232A2R93 | | Apple, eMac G4 17" Flat CRT | 1100.30 | ☒ | ☐ |
| 05-22802 | G84232ADR93 | | Apple, eMac G4 17" | 1100.30 | ☒ | ☐ |
| 05-22803 | G84232AER93 | | Apple, eMac G4 17" | 1100.30 | ☒ | ☐ |
| 05-33447 | G84378J4RBE | | Apple eMac G4 17" Flat CRT | 1100.30 | ☒ | ☐ |
| 05-33452 | G84378K8RBE | | Apple eMac G4 17" Flat CRT | 1100.30 | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: [signature] Date: 4/27/16 Released by:_____ Date:__/__/____
Principal / Director (per Policy 3204) — Please Print Name, Title

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

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

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**

**Submit Surplus / Transfer Form to B-Stock**

[X] ***SURPLUS** (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

**Transfer Assistance Required:** [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 05-33442 | G84358CKR93 | | Apple eMac G4 17" Flat CRT | 1295.00 | ☒ | ☐ |
| 05-33453 | G84358B0R93 | | Apple eMac G4 17" Flat CRT | 1295.00 | ☒ | ☐ |
| 05-33454 | G84378J6RBE | | Apple eMac G4 17" Flat CRT | 1100.30 | ☐ | ☐ |
| 05-33404 | G84358BYR93 | | Apple, Desktop, eMac 17 | 1295.00 | ☒ | ☐ |
| NF 05-33409 | NF G84358CRR93 | | APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT | — | ☒ | ☐ |
| 05-33405 | G84358AMR93 | | Apple eMac G4 17" Flat CRT | 1295.00 | ☐ | ☐ |
| 06-00894 | G851298GRBE | | Apple eMac G4 17" Flat CRT | 1295.00 | ☐ | ☒ |
| 06-00221 | G85204GATKG | | Apple eMac G4 17" Flat CRT | 1100.00 | ☒ | ☐ |
| | ~~FWDG48A810F~~ | | ~~EPSON PowerLite S1+~~ | B-STOCK | ☐ | ☒ |
| | ~~J3VG645248F~~ | | ~~EPSON PowerLite S4~~ | B-STOCK | ☐ | ☒ |

Equipment Transfer / Surplus Approved by: [signature] Date: 4/27/16 Released by:_____ Date:__/__/____
Principal / Director (per Policy 3204) — Please Print Name, Title

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

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

Form #3290A
Rev. 07/08

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

Exhibit A



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

**Submit Surplus / Transfer Form to B-Stock**

[X] ***SURPLUS** (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

**Transfer Assistance Required:** [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | ~~J3VG653112F~~ | | ~~EPSON PowerLite S4~~ B. STOCK | ☐ | ☒ |
| | ~~GY8F712494L~~ | | ~~EPSON PowerLite 82c~~ B. STOCK | ☐ | ☒ |
| | ~~1WUF746726L~~ | | ~~EPSON PowerLite S9~~ B. STOCK | ☐ | ☒ |
| | ~~MSUF091136L~~ | | ~~EPSON PowerLite 84+~~ - for b stock | ☐ | ☐ |
| | CN707SD0C5 | | HP Procurve Switch 2650 | ☒ | ☐ |
| | TW423MZ1K6 | | HP Procurve Switch 2650 | ☒ | ☐ |
| | TW428MZ08Q | | HP Procurve Switch 2650 | ☐ | ☐ |
| | CNMGA30ARF | | Catalyst 3550 Series | ☒ | ☐ |
| | I06036932002521D07 | | POWERdSINE 6006 | ☒ | ☐ |
| | I06186932002894D07 | | PowerDsine 6006 | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: [signature] Date: 4/27/14 Released by:_____ Date:__/__/____
Principal / Director (per Policy 3204) Please Print Name, Title

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

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

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**

**Submit Surplus / Transfer Form to B-Stock**

[X] ***SURPLUS** (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

**Transfer Assistance Required:** [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | I06186932002930D07 | | PowerDsine 6006 | ☒ | ☐ |
| | I06186932002926D07 | | PowerDsine 6006 | ☒ | ☐ |
| | I05476932001769D07 | | PowerDsine 6006 | ☒ | ☐ |
| | I06186932002891D07 | | PowerDsine 6006 | ☒ | ☐ |
| | I06026932002374D07 | | PowerDsine 6006 | ☒ | ☐ |
| | N06431218000519A03 | | PowerDsine 6506 | ☒ | ☐ |
| | I06186932002904D07 | | PowerDsine 6006 | ☒ | ☐ |
| | 00B0647F2E40 | | CATALYST 3500 XL | ☒ | ☐ |
| | 00B064BC3700 | | CATALYST 3500 XL | ☒ | ☐ |
| | 0007EB68EA40 | | CATALYST 3500 XL | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: [signature] Date: 4/27/14 Released by:_____ Date:__/__/____
Principal / Director (per Policy 3204) Please Print Name, Title

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

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

Form #3290A
Rev. 07/08

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Exhibit A

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



**Submit Surplus / Transfer Form to B-Stock**

[X] ***SURPLUS** (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

**Transfer Assistance Required:** [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | 00B064BC3C00 | | CATALYST 3500 XL | ☒ | ☐ |
| | 00B064CD6B40 | | CATALYST 3500 XL | ☒ | ☐ |
| | TW402MZ0FB | | HP Procurve Switch 2650 | ☒ | ☐ |
| | SG30900172 | | HP Procurve Switch 4108GL | ☒ | ☐ |
| | SG322MF00K | | HP Procurve Switch 4108GL | ☒ | ☐ |
| | TW429PB08C | | HP Procurve Switch 2626 | ☒ | ☐ |
| | F0C1034F0GT | | Cisco 4400 Wirless LAN Controller | ☒ | ☐ |
| | KP-YM658 | | Cisco C5X | ☒ | ☐ |
| | SG322MF00L | | HP Procurve Switch 4108GL | ☒ | ☐ |
| | SG322MF00J | | HP Procurve Switch 4108GL | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: C. deZayas Date: 1/27/16 Released by:_____ Date:__/__/____
Principal / Director (per Policy 3204) Please Print Name, Title

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

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

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**



**Submit Surplus / Transfer Form to B-Stock**

[X] ***SURPLUS** (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

**Transfer Assistance Required:** [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | CN635SE0IM | | HP Procurve Switch 2626 | ☒ | ☐ |
| | SG322MF00U | | HP Procurve Switch 4108GL | ☒ | ☐ |
| | SG322MF00P | | HP Procurve Switch 4108GL | ☒ | ☐ |
| | ~~JXJF76C5T9L~~ | | ~~EPSON PowerLite 83~~C B-Stock | ☐ | ☒ |
| | ~~MSUF091140L~~ | | ~~Epson PowerLite 84+~~ B-Stock | ☐ | ☒ |

Equipment Transfer / Surplus Approved by: C. deZayas Date: 1/27/16 Released by:_____ Date:__/__/____
Principal / Director (per Policy 3204) Please Print Name, Title

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

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

Form #3290A
Rev. 07/08

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SMART SURPLUS COMPLETED 6/28/16

Exhibit A

**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**

[X] ***SURPLUS** (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

**Transfer Assistance Required:** [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 03-22641 | G83215FBPQL | | Apple, Desktop, eMac G4 | 1100.25 | ☒ | ☐ |
| 03-22642 | G83215FNPQL | | Apple, Desktop, eMac G4 | 1100.25 | ☐ | ☐ |
| 03-22627 | G83214GQPQL | | Apple, Desktop, eMac G4 | 1100.25 | ☒ | ☐ |
| 04-17009 | G841367JQLP | | Apple, Desktop, eMac 17 | 1100.30 | ☒ | ☐ |
| 04-17017 | G841367AQLP | | Apple, Desktop, eMac 17 | 1100.30 | ☐ | ☐ |
| 05-22798 | G84247AHR93 | | Apple, eMac G4 17" Flat CRT | 1100.30 | ☒ | ☐ |
| 05-22780 | 53LR051 | | Dell Pentium 4 15" Flat Panel | 1154.00 | ☒ | ☐ |
| 05-22790 | H2LR051 | | Dell Pentium 4 15" Flat Panel | 1154.00 | ☒ | ☐ |
| 05-22782 | 60LR051 | | Dell Pentium 4 15" Flat Panel | 1154.00 | ☒ | ☐ |
| 05-22775 | B2LR051 | | Dell Pentium 4 15" Flat Panel | 1154.00 | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: [signature] Date: 5/24/16
Principal / Director (per Policy 3204)

Released by: RICHARD PHILLIPS Date: 6/28/16
Please Print Name, Title

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

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

11 TV

19 network
28 - eMac
84 LT

Form #3290A
Rev. 07/08

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Exhibit A



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

**Submit Surplus / Transfer Form to B-Stock**

[X] *SURPLUS (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

Transfer Assistance Required: [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 05-22797 | J0LR051 | | Dell Pentium 4 15" Flat Panel | 1154.00 | ☒ | ☐ |
| 05-22788 | 81LR051 | | Dell Pentium 4 15" Flat Panel | 1154.00 | ☒ | ☐ |
| 05-22771 | HZKR051 | | Dell Pentium 4 15" Flat Panel | 1154.00 | ☒ | ☐ |
| 05-22778 | 61LR051 | | Dell Pentium 4 15" Flat Panel | 1154.00 | ☐ | ☒ |
| 05-22776 | 32LR051 | | Dell Pentium 4 15" Flat Panel | 1154.00 | ☒ | ☐ |
| 05-33446 | G84378HGRBE | | Apple eMac G4 17" Flat CRT | 1100.30 | ☒ | ☐ |
| 05-33410 | G84358CUR93 | | Apple eMac G4 17" Flat CRT | 1295.00 | ☒ | ☐ |
| 05-33407 | G843549ER93 | | Apple eMac G4 17" Flat CRT | 1295.00 | ☒ | ☐ |
| 05-33406 | G8435894R93 | | Apple eMac G4 17" Flat CRT | 1295.00 | ☒ | ☐ |
| 06-00897 | G85114S2RBE | | Apple eMac G4 17" Flat CRT | 1295.00 | ☐ | ☐ |

Equipment Transfer / Surplus Approved by: G. de Zayas Date: 5/24/16 Released by: _____ Date: __/__/____
Principal / Director (per Policy 3204) — Please Print Name, Title

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

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

Form #3290A
Rev. 07/08

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

**Submit Surplus / Transfer Form to B-Stock**

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**B-Stock Transfer #:**_____

Transfer Assistance Required: [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 06-00898 | G85114RKRBE | | Apple eMac G4 17" Flat CRT | 1295.00 | ☒ | ☐ |
| 06-00220 | G85204F4TKG | | APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT | 1100.00 | ☒ | ☐ |
| 06-00222 | G85204L7TKG | | APPLE,DESKTOP, EMAC G4 W/17"FLAT CRT | 1100.00 | ☒ | ☐ |
| 07-00082 | G86238KTTKG | | Apple Desktop eMac G4 17"FLAT CRT | 1100.00 | ☒ | ☐ |
| 07-00075 | G86238KSTKG | | Apple Desktop eMac G4 17"FLAT CRT | 1100.00 | ☐ | ☐ |
| 07-00076 | G86238KUTKG | | Apple Desktop eMac G4 17"FLAT CRT | 1100.00 | ☒ | ☐ |
| NF 95-20082 | NF F5B1510KB | AG-A96 | CONTROLLER EDIT AGA96 | — | ☐ | ☒ |
| 07-04260 | 4H6240FPSE7 | | Apple iBook G4 12.1" - #71 | 1431.50 | ☒ | ☐ |
| 95-20080 | E5TC00137 | AG-1970 | VCR SVHS AG1970 | 1130.15 | ☒ | ☒ |
| 95-20081 | E5TC00136 | AG-1970 | VCR SVHS AG1970 | 1130.15 | ☒ | ☒ |

Equipment Transfer / Surplus Approved by: G. de Zayas Date: 5/24/16 Released by: _____ Date: __/__/____
Principal / Director (per Policy 3204) — Please Print Name, Title

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

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

Form #3290A
Rev. 07/08

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Exhibit A



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

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Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 07-28540 | W87232D4YA2 | | MacBook 13" #02 | 1499.00 | ☒ | ☐ |
| 07-28541 | W872363SYA2 | | MacBook 13" #03 | | ☒ | ☐ |
| 07-28542 | W8723649YA2 | | MacBook 13" #07 | | ☒ | ☐ |
| 07-28544 | W872364JYA2 | | MacBook 13" #09 | | ☒ | ☐ |
| 07-28546 | W872364ZYA2 | | MacBook 13" #04 | | ☒ | ☐ |
| 07-28547 | W8723651YA2 | | MacBook 13" #06 | | ☒ | ☐ |
| 07-28548 | W872365AYA2 | | MacBook 13" #10 | 1499.00 | ☒ | ☐ |
| 07-82990 | W87234VKYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82991 | W8723A3BYA2 | | MacBook 13" | 1480.32 | ☐ | ☐ |
| 07-82992 | W8723E6PYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: _____ Date: 5/24/16 Released by: _____ Date: __/__/__
Principal / Director (per Policy 3204) — Please Print Name, Title

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

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

Form #3290A
Rev. 07/08

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**Capital Assets Activity Form**
**Surplus Declaration Transfer**

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**B-Stock Transfer #:**_____

Transfer Assistance Required: [X] YES [ ] NO

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Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 07-82993 | W8723E77YA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82995 | W8723H25YA2 | | MacBook 13" | 1480.32 | ☐ | ☐ |
| 07-82997 | W8723H6RYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| NF 07-82999 | NF W8723J7MYA2 | | MacBook 13" | — | ☒ | ☒ |
| 07-83000 | W8723JTQYA2 | | MacBook 13" | 1480.32 | ☐ | ☐ |
| 07-83001 | W8723JUDYA2 | | MacBook 13" | | ☒ | ☐ |
| 07-83002 | W8723JV1YA2 | | MacBook 13" | | ☒ | ☐ |
| 07-83003 | W8723JVCYA2 | | MacBook 13" | | ☒ | ☐ |
| 07-83004 | W8723JVKYA2 | | MacBook 13" | | ☒ | ☐ |
| 07-83005 | W8723JVLYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: _____ Date: 5/24/16 Released by: _____ Date: __/__/__
Principal / Director (per Policy 3204) — Please Print Name, Title

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

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

Form #3290A
Rev. 07/08

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Exhibit A



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**Capital Assets Activity Form**
**Surplus Declaration Transfer**

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

**B-Stock Transfer #:**_____

**Transfer Assistance Required:** [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| NF 07-83006 | W8723JVPYA2 | | MacBook 13" | — | ☒ | ☐ |
| NF 07-83008 | W8723LLLYA2 | | MacBook 13" | — | ☒ | ☐ |
| 07-83011 | W8723LMRYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-83012 | W8723LMXYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82968 | W8723A7RYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82969 | W8723CJEYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82971 | W8723DURYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82980 | W8723JY1YA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82983 | W8723JYXYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82988 | W8723LV2YA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: _____ Principal / Director (per Policy 3204) Date: 5/24/14 Released by: _____ Please Print Name, Title Date: __/__/____

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

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

Form #3290A
Rev. 07/08

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

**Submit Surplus / Transfer Form to B-Stock**

[X] ***SURPLUS** (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

**Transfer Assistance Required:** [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 07-82989 | W87241BWYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82940 | W872467WYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82942 | W87246CJYA2 | | MacBook 13" | | ☒ | ☐ |
| 07-82944 | W8724A29YA2 | | MacBook 13" | | ☒ | ☐ |
| 07-82946 | W8724A3WYA2 | | MacBook 13" | | ☒ | ☐ |
| 07-82948 | W8724A4FYA2 | | MacBook 13" | | ☒ | ☐ |
| 07-82949 | W8724A53YA2 | | MacBook 13" | | ☒ | ☐ |
| 07-82952 | W8724A8XYA2 | | MacBook 13" | | ☐ | ☐ |
| 07-82953 | W8724A8YYA2 | | MacBook 13" | | ☒ | ☐ |
| 07-82954 | W8724A93YA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: _____ Principal / Director (per Policy 3204) Date: 5/24/14 Released by: _____ Please Print Name, Title Date: __/__/____

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

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

Form #3290A
Rev. 07/08

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Exhibit A



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

**Submit Surplus / Transfer Form to B-Stock**

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

**B-Stock Transfer #:**_____

Transfer Assistance Required: [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 07-82956 | W8724A96YA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82957 | W8724AYSYA2 | | MacBook 13" | | ☒ | ☐ |
| 07-82959 | W8724AZ3YA2 | | MacBook 13" | | ☒ | ☐ |
| 07-82961 | W8724AZDYA2 | | MacBook 13" | | ☒ | ☐ |
| 07-82962 | W8724AZEYA2 | | MacBook 13" | | ☒ | ☐ |
| 07-82963 | W8724AZVYA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 07-82964 | W8724BQ7YA2 | | MacBook 13" | 1480.32 | ☒ | ☐ |
| 08-13241 | J8VRMF1 | | DELL Precision 390, DESKTOP, PENTIUM 4 WS TOWER W/20" | | ☐ | ☒ 1748.00 |
| 08LA03514 | WQ8129VE0P1 | | MacBook 13.3" | | ☒ | ☐ 2769.81 |
| 08LA03513 | WQ812AFB0P1 | | MacBook 13.3" | | ☒ | ☐ 2769.81 |

Equipment Transfer / Surplus Approved by: [signature] Principal / Director (per Policy 3204) Date: 5/24/14 Released by: _____ Please Print Name, Title Date: __/__/__

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

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

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**

**Submit Surplus / Transfer Form to B-Stock**

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

**B-Stock Transfer #:**_____

Transfer Assistance Required: [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 08LA03507 | WQ812AQX0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03506 | WQ8129PH0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03505 | WQ8129PX0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03491 | WQ8125EA0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03486 | WQ8125GQ0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03488 | WQ8125JW0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03487 | WQ8125KE0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03499 | WQ8129NC0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03501 | WQ8129SS0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| NP 08LA03526 | WQ81297P0P1 | | MacBook 13.3" | — | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: [signature] Principal / Director (per Policy 3204) Date: 5/24/14 Released by: _____ Please Print Name, Title Date: __/__/__

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

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

Form #3290A
Rev. 07/08

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

Exhibit A

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



**Submit Surplus / Transfer Form to B-Stock**

[X] *SURPLUS (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

Transfer Assistance Required: [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 08LA03522 | WQ812AAU0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03519 | WQ81298K0P1 | | MacBook 13.3" | | ☒ | ☐ |
| 08LA03521 | WQ8129QH0P1 | | MacBook 13.3" | ? | ☒ | ☐ |
| 08LA03518 | WQ812AC30P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03484 | WQ8125HN0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03489 | WQ8125K60P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03485 | WQ8125R10P1 | | MacBook 13.3" | 2769.81 | ☒ | ☒ |
| | NF 106836 | | ELMO HV-110u | — | ☒ | ☐ |
| 08LA03495 | W8821KVT0P1 | | MacBook 13.3" | 2769.81 | ☐ | ☐ |
| 08LA03528 | WQ8127XU0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: _____ Date: 5/24/14 Released by: _____ Date: __/__/____
Principal / Director (per Policy 3204) — Please Print Name, Title

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

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

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**



**Submit Surplus / Transfer Form to B-Stock**

[X] *SURPLUS (Principal / Director authorization signature required)

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

**B-Stock Transfer #:**_____

Transfer Assistance Required: [X] YES [ ] NO

Issuing Location#: 3461
Location Name: Eagle Point Elementary
Contact Name: Richard Phillips
Phone #: 754-323-5500

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 08LA03481 | WQ8125C10P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03527 | WQ8127YT0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| 08LA03496 | W8821KVR0P1 | | MacBook 13.3" | 2769.81 | ☒ | ☐ |
| NF 08LA03480 | NF WQ81257Y0P1 | | MacBook 13.3" | — | ☒ | ☐ |
| 08LA03529 | WQ8128F70P1 | | MacBook 13.3" 74 | 2769.81 | ☒ | ☐ |
| | NF 442912 | | ELMO TT-02rx | | ☐ | ☒ |
| | B81Z8W1 | | (see attached invoice) Dell Latitude E5430 | | ☒ | ☐ |
| | C63Z8W1 | | (see attached invoice) Dell Latitude E5430 | | ☒ | ☐ |
| | D73Z8W1 | | (see attached invoice) Dell Latitude E5430 | | ☒ | ☐ |
| | F32Z8W1 | | (see attached invoice) Dell Latitude E5430 | | ☒ | ☐ |

Equipment Transfer / Surplus Approved by: _____ Date: 5/24/16 Released by: _____ Date: __/__/____
Principal / Director (per Policy 3204) — Please Print Name, Title

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

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

Form #3290A
Rev. 07/08

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

Exhibit A

# B-Stock Transfer

Transfer # **26207**

Cafeteria #

Date Created: **5/27/2016** Date Closed:

Number of 3290A Attachments: **22**

Number of Other Attachments:

Issuing Location **3461**
**Eagle Point Elementary**
**100 Indian Trace**
**Weston, FL 33326**
Phone/Fax: **(754)323-5500 / (754)323-5540**
Contact: Richard Phillips

Receiving Location: **022T**
**A1 Assets Inc.**
**1100 Charles Street**
**Longwood, FL 32750**
Phone/Fax: **(407)339-7030 / (407)749-0787**
Contact:

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 87 84 | Laptop Computer | Inc |
| 2 | | | 65 58 | IMAC/EMAC/PC Computers | Inc |
| 3 | | | 3 | Miscellaneous AV Equipment | Inc |
| 4 | | | 48 | Miscellaneous Technology Items-Networking | Inc |

SCANNED
5/27/16 KJ.

**COMPLETED**
6/28/16 KJ.

Requested By: **Kent Jerding**
Released By: Richard Phillips Date: 6/28/16
Received By: William Knapp Date: 6/28/16
Delivered By:

Originator: **Celina King**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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



May 19, 2016

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

FROM: Ms. Christine de Zayas, Principal, Eagle Point Elementary School 3461

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

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

The Corrective Action Plan is as follows:

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

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

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

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

April 25, 2018

TO: Ann Conway, Task Assigned Chief Auditor
Office of the Chief Auditor

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

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE – FISCAL YEAR 2017-2018 EAGLE POINT ELEMENTARY SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2017-18 property and inventory audit for Eagle Point Elementary School. Please note that this is a repeat Audit Exception. In addition to the corrective measures that the principal will be implementing, the Office of School Performance & Accountability will provide the following support and oversight in assisting the school in this area:

- The cadre director will work with the principal to ensure that the new part-time Micro-Technician Specialist receives Process & Tips Training offered by the Information & Technology Department. In addition, all team members will receive support related to asset management, specifically property management and control as stated in Business Practice Bulletins.
- The cadre director will collaborate with the principal to review the school's compliance with District policies and business practice bulletins related to property and inventory controls and amend the school's property and inventory protocols as needed. Further, the cadre director will work with the principal to ensure that when large numbers of tangible personal property items are being surplused that additional staff members will assist in the task so that all documentation is accurate and in compliance.
- The cadre director will include a review of the asset management protocols in her regularly scheduled site visits with the principal.
- Due to the fact that this is a repeat audit exception, the appropriate level of progressive discipline will occur with the principal.

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

VSW/SRS:ac

cc: Sandra R. Shipman, School Performance & Accountability Director
Christine DeZayas-Fernandez, Principal, Eagle Point Elementary School
Ali Arcese, Manager, Property & Inventory Audits, Office of the Chief Auditor

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Eagle Point Elementary
Christine de Zayas, Principal
100 Indian Trace, Weston, FL 33326
Tel: (754) 323-5500 Fax: (754) 323-5540
http://eaglepoint.browardschools.com



March 12, 2018

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

FROM: Christine de Zayas
Principal, Eagle Point Elementary

SUBJECT: **RESPONSE - AUDIT REPORT ON PROPERTY INVENTORY- FISCAL YEAR 2017-18**

A Property and Inventory Audit was completed at Eagle Point Elementary on August 21, 2017. There were 17 items in the final report that were listed as being unaccounted for. However, 16 of these 17 items ***were accounted for.***

On June 28, 2016, there was a B-Stock pick up that consisted of 29 3290A forms; however, only 13 pages were processed out of the 29 pages. During the audit, when we were asked about the missing 3290A forms, they were found in the school's property and inventory binder. At that time, we realized that a section of the 3290A forms had not gone with the other forms to B-Stock during the pick up on June 28, 2016.

At that time, we contacted the Warehouse Manager to verify that the devices being listed as "unaccounted" for had actually been removed during the B-Stock pickup and had been received at the warehouse that day (see attached print out verifying possession of the items by B-Stock). We presented the original 3290A forms along with the verification of the removal and receipt of the equipment at the warehouse to the auditors. The documentation would not be accepted by the auditor's due-to-the fact that we were **"in the audit"** even though the 16 items were clearly "accounted" for.

With regard to these 16 items, I accept responsibility for the clerical error made in the B-Stock process as well as the PNI monitoring process. In the future, I will work closely with the micro-techs to ensure that all clerical and monitoring procedures during the B-Stock process are followed by all parties. I will also ensure that the Property and Inventory report is checked closely following any surplus.

Item # 3 on the auditor's final missing list is the school's "Clear One 42 AV Cart. This item has been located on school property in the media center. The school's distance learning TV is supported on this cart. This item ***does not have a serial number*** on it and only appears on the school's PNI report with a BPI number.

After reviewing the Audit Report and discussing the findings with our newly formed Property and Inventory Team, the following corrective actions have been implemented:

- Property and Inventory Team formulated comprised of Principal, Assistant Principals, Micro Techs, Head Custodian, and various members of the support staff
- I added an additional Part-Time Micro-Tech to the existing full-time position already in place at the school to assist with managing our inventory due to the amount of property/technology used daily at the school
- Our newly hired Micro-Tech will attend the next available Property and Inventory training
- The Principal has reviewed Business Practice Bulletin O-100 Procedure for Property and Inventory Control
- Monthly school operational meetings now include formal updates and procedural reviews from the Property and Inventory Team members
- Quarterly technology inventories will be conducted and entered into the school database
- Designate Assistant Principal and Micro-Techs as the only personnel charged with generating and following proper surplus procedures

Please know that I take my role as custodian of our property and inventory very seriously and will ensure that this type of situation does not happen again.

Eagle Point EL/3461

# BROWARD SCHOOL DISTRICT T

| SERIAL NUMBER | MAKE | MODEL |
|---|---|---|
| 83LR051 | DELL | DESKTOP |
| 81LR051 | DELL | DESKTOP |
| HZKR051 | DELL | DESKTOP |
| F0LR051 | DELL | DESKTOP |
| 60LR051 | DELL | DESKTOP |
| B2LR051 | DELL | DESKTOP |
| 32LR051 | DELL | DESKTOP |
| 61LR051 | DELL | DESKTOP |
| H2LR051 | DELL | DESKTOP |
| J0LR051 | DELL | DESKTOP |
| 40LR051 | DELL | DESKTOP |
| 53LR051 | DELL | DESKTOP |
| G84358B3R93 | APPLE | EMAC |
| G83214ZNPQL | APPLE | EMAC |
| G84138RZQLP | APPLE | EMAC |
| G84378J4RBE | APPLE | EMAC |
| G83215D9PQL | APPLE | EMAC |
| G84232AER93 | APPLE | EMAC |
| G84232ADR93 | APPLE | EMAC |
| G84138RPQLP | APPLE | EMAC |
| G84138R9QLP | APPLE | EMAC |
| G8437N6TQQL | APPLE | EMAC |
| G84232AKR93 | APPLE | EMAC |
| G84358CKR93 | APPLE | EMAC |
| G851298GRBE | APPLE | EMAC |
| G83215DLPQL | APPLE | EMAC |
| G83215GHPQL | APPLE | EMAC |
| G83214GQPQL | APPLE | EMAC |
| G84378KFRBE | APPLE | EMAC |
| G86238KSTKG | APPLE | EMAC |
| G841367JQLP | APPLE | EMAC |
| G85204GATKG | APPLE | EMAC |
| G83215C8PQL | APPLE | EMAC |
| G84378HGRBE | APPLE | EMAC |
| G84358CUR93 | APPLE | EMAC |
| G83215MWPQL | APPLE | EMAC |
| G83215FNPQL | APPLE | EMAC |
| G83214XPPQL | APPLE | EMAC |
| G84358BYR93 | APPLE | EMAC |
| G84378K8RBE | APPLE | EMAC |
| G84247B3R93 | APPLE | EMAC |
| G84378J6RBE | APPLE | EMAC |
| G84358CRR93 | APPLE | EMAC |

| | | |
|---|---|---|
| G84378KLRBE | APPLE | EMAC |
| G83215A6PQL | APPLE | EMAC |
| G84138RAQLP | APPLE | EMAC |
| G84358AMR93 | APPLE | EMAC |
| G84232A2R93 | APPLE | EMAC |
| G85114S2RBE | APPLE | EMAC |
| G84358B0R93 | APPLE | EMAC |
| G842329ZR93 | APPLE | EMAC |
| G85114RKRBE | APPLE | EMAC |
| G84247AHR93 | APPLE | EMAC |
| G85204L7TKG | APPLE | EMAC |
| G843549ER93 | APPLE | EMAC |
| G8435894R93 | APPLE | EMAC |
| G86238KUTKG | APPLE | EMAC |
| G841367AQLP | APPLE | EMAC |
| G83215FBPQL | APPLE | EMAC |
| G86238KTTKG | APPLE | EMAC |
| W87231PMWH5 | APPLE | IMAC |
| W86331EKWH5 | APPLE | IMAC |
| QP8190AJWRQ | APPLE | IMAC |
| QP8190AQWRQ | APPLE | IMAC |
| G85204F4TKG | APPLE | EMAC |
| W87241BWYA2 | APPLE | LAPTOP |
| WQ8129SS0P1 | APPLE | LAPTOP |
| W872364JYA2 | APPLE | LAPTOP |
| W8821KVR0P1 | APPLE | LAPTOP |
| W872365AYA2 | APPLE | LAPTOP |
| WQ81257Y0P1 | APPLE | LAPTOP |
| WQ812AQX0P1 | APPLE | LAPTOP |
| W8723H6RYA2 | APPLE | LAPTOP |
| WQ8129PX0P1 | APPLE | LAPTOP |
| W8723649YA2 | APPLE | LAPTOP |
| W8724AZEYA2 | APPLE | LAPTOP |
| WQ8127YT0P1 | APPLE | LAPTOP |
| W8723LV2YA2 | APPLE | LAPTOP |
| WQ8129QH0P1 | APPLE | LAPTOP |
| WQ8129PH0P1 | APPLE | LAPTOP |
| W8724A29YA2 | APPLE | LAPTOP |
| WQ8125HN0P1 | APPLE | LAPTOP |
| WQ8125R10P1 | APPLE | LAPTOP |
| WQ812AC30P1 | APPLE | LAPTOP |
| W8724AZ3YA2 | APPLE | LAPTOP |
| WQ8127XU0P1 | APPLE | LAPTOP |
| WQ81298K0P1 | APPLE | LAPTOP |
| W8724AYSYA2 | APPLE | LAPTOP |
| WQ8125JW0P1 | APPLE | LAPTOP |
| W8723E77YA2 | APPLE | LAPTOP |
| W8723J7MYA2 | APPLE | LAPTOP |
| W8724A96YA2 | APPLE | LAPTOP |
| WQ8125EA0P1 | APPLE | LAPTOP |

| | | |
|---|---|---|
| WQ8128F70P1 | APPLE | LAPTOP |
| W87232D4YA2 | APPLE | LAPTOP |
| WQ8129VE0P1 | APPLE | LAPTOP |
| W87234VKYA2 | APPLE | LAPTOP |
| W8723JVLYA2 | APPLE | LAPTOP |
| W8724A8YYA2 | APPLE | LAPTOP |
| W8724AZDYA2 | APPLE | LAPTOP |
| WQ8125K60P1 | APPLE | LAPTOP |
| W8723JUDYA2 | APPLE | LAPTOP |
| 4H6240FPSE7 | APPLE | LAPTOP |
| W872364ZYA2 | APPLE | LAPTOP |
| W8723LM8YA2 | APPLE | LAPTOP |
| W8724A3TYA2 | APPLE | LAPTOP |
| W8723DURYA2 | APPLE | LAPTOP |
| W8821KVT0P1 | APPLE | LAPTOP |
| WQ812AFB0P1 | APPLE | LAPTOP |
| W8723LLLYA2 | APPLE | LAPTOP |
| WQ8125GQ0P1 | APPLE | LAPTOP |
| WQ8125KE0P1 | APPLE | LAPTOP |
| W8724AZVYA2 | APPLE | LAPTOP |
| W8723LMRYA2 | APPLE | LAPTOP |
| W8723JV1YA2 | APPLE | LAPTOP |
| W87246CJYA2 | APPLE | LAPTOP |
| WQ8125C10P1 | APPLE | LAPTOP |
| W8724A93YA2 | APPLE | LAPTOP |
| W8724A4FYA2 | APPLE | LAPTOP |
| W8723JVKYA2 | APPLE | LAPTOP |
| WQ8129R60P1 | APPLE | LAPTOP |
| W8723E6PYA2 | APPLE | LAPTOP |
| WQ812AAU0P1 | APPLE | LAPTOP |
| WQ8129NC0P1 | APPLE | LAPTOP |
| W872363SYA2 | APPLE | LAPTOP |
| W8723651YA2 | APPLE | LAPTOP |
| WQ81297P0P1 | APPLE | LAPTOP |
| W8723CJEYA2 | APPLE | LAPTOP |
| W8723JVCYA2 | APPLE | LAPTOP |
| W8723A7RYA2 | APPLE | LAPTOP |
| W8723JVPYA2 | APPLE | LAPTOP |
| W8724A8XYA2 | APPLE | LAPTOP |
| W8723JTQYA2 | APPLE | LAPTOP |
| W8724A3WYA2 | APPLE | LAPTOP |
| W872467WYA2 | APPLE | LAPTOP |
| W8723JYXYA2 | APPLE | LAPTOP |
| W8724A53YA2 | APPLE | LAPTOP |
| W8723JY1YA2 | APPLE | LAPTOP |
| W8724BQ7YA2 | APPLE | LAPTOP |
| W8723H25YA2 | APPLE | LAPTOP |
| W8723LMXYA2 | APPLE | LAPTOP |
| W8723A3BYA2 | APPLE | LAPTOP |
| f32z8w1 | DELL | LAPTOP |

| | | |
|---|---|---|
| hh0z8w1 | DELL | LAPTOP |
| c63z8w1 | DELL | LAPTOP |
| d73z8w1 | DELL | LAPTOP |
| b81z8w1 | DELL | LAPTOP |
| 6w2z8w1 | DELL | LAPTOP |
| 842z8w1 | DELL | LAPTOP |
| j32z8w1 | DELL | LAPTOP |
| 7p0z8w1 | DELL | LAPTOP |
| 8j0z8w1 | DELL | LAPTOP |
| | | |
| F5B1510KB | PANASONIC | CONTROLLER |
| E5TC00137 | PANASONIC | VCR/SVHS |
| E5TC00136 | PANASONIC | VCR/SVHS |
| KPYM658 | Cisco | CE-510 CACHING SE |
| | | |
| QTY: 47 | MISC. | NETWORK |

SCANNED 5/27/2016 & 6/28/2016 KENT JERDING

# 'RACKING MATERIAL

## COMMENTS

COUNT: 12

COUNT: 53 TOTAL

| | | | |
|---|---|---|---|
| b81z8w1 | DELL | LAPTOP | |
| 6w2z8w1 | DELL | LAPTOP | |
| 842z8w1 | DELL | LAPTOP | |
| j32z8w1 | DELL | LAPTOP | |
| 7p0z8w1 | DELL | LAPTOP | |
| 8j0z8w1 | DELL | LAPTOP | COUNT: 10 |
| | | | |
| F5B1510KB | PANASONIC | CONTROLLER | |
| E5TC00137 | PANASONIC | VCR/SVHS | |
| E5TC00136 | PANASONIC | VCR/SVHS | |

**School Name:** **Gator Run Elementary (3642)**

**Principal:** **Keith Peters**

**Address:** **1101 Glades Parkway**
**Weston, FL 33327**

**Also requested to respond to the audit finding(s):**

**Department Name:** **Accounting & Financial Reporting Department**

**Director:** **Erum Motiwala**

**Address:** **600 SE 3rd Avenue**
**Fort Lauderdale, FL 33301**

| | |
|---|---|
| Total Number of Items in Inventory: | 1,147 |
| Total Dollar Cost of Items in Inventory: | $821,294 |
| Total Number of Items Unaccounted for: | 39 |
| Total Dollar Cost of Items Unaccounted for: | $54,747 |
| Total Net Value of Items Unaccounted for: | $0 |
| Percentage of Dollar Cost of Items Unaccounted for: | 6.3% |

| Prior Audit | | | |
|---|---|---|---|
| Fiscal Year Audit | Total Assets Unaccounted for | Historical Value of Assets Unaccounted for | Status |
| 2017 | 149 | $186,513 | Exception<br>Peters, K. |

As a result of the property and inventory audit conducted at Gator Run Elementary, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

**Finding 1**

During the property and inventory audit at Gator Run Elementary, eight computers could not be located. The Principal's response to the Office of the Chief Auditor (OCA) indicated "Not found" or" Surplused."

**Recommendations**

The OCA 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 reconciliation of assets is completed semi-annually in order to comply with policies and procedures. By performing the reconciliation routinely, the school can identify and correct on a timely basis any errors and discrepancies found. The Principal can improve accountability and ensure safeguarding of the District's assets by strengthening the internal controls at the school. Examples of actions that can assist in strengthening the internal controls are creating a Property and Inventory Team and ensuring all staff is made aware of procedures implemented by the Principal.

**Finding 2**

**(Gator Run Elementary continued)**

The 3290A Surplus Declaration Transfer Forms associated with B-stock Transfer Ticket 28261 provided during the audit by the school were incomplete and did not comply with Business Practice Bulletin O-100 Procedures for Property and Inventory Control (BPB O-100) (see Exhibit C). Of the 68 computers/servers list on the forms, 30 were listed with just the BPI numbers and 38 were listed with just the serial numbers. BPB O-100 Section F: Surplus of Tangible Personal Property, states that *the 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being surplused. The 3290A Surplus/Transfer declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property.*

On June 8, 2017, Accounting and Financial Reporting – Capital Assets (AFRD-CA) received the forms from the Warehousing Services Department - B-Stock. As part of their internal controls, AFRD-CA should have returned the forms to the school along with a notification indicating that the forms were out of compliance due to the BPI number or serial number missing from the majority of records listed on the forms. The forms were processed by AFRD-CA; however, the only records removed from the school's inventory were the records that were listed with only the BPI number. The remaining records that were listed with only the serial numbers were not removed from the school's inventory.

There were procedural oversights on the part of the school and AFRD-CA. This exception could have been avoided if procedures were followed.

**Recommendations for Gator Run Elementary**

The OCA recommends that the procedures for surplussing tangible personal property be reviewed with all staff members involved in the process to ensure that everyone is made aware of the requirements set forth by the policies and procedures.

The OCA also recommends that the school's tracking database be updated as often as needed to ensure that all records within the school's database reflect the same information as the District's Master File Database.

**Recommendations for Accounting and Financial Reporting Department**

The OCA recommends that AFRD-CA review their internal processes to ensure that the department is accepting and processing document(s) that are in compliance with Florida Statutes, Florida Administrative Code, and District policies and procedures. In addition, the OCA recommends that another level of review and approval be performed by an individual independent of this process. Implementing the additional level of approval will help reduce uncorrected errors, irregularities and the recording of inaccurate or incomplete information.

**Finding 3**

The Micro-Computer Tech contacted AFRD-CA during the property and inventory audit after he was informed by the IAS that the 3290A Surplus Declaration Transfer Forms were out of compliance because they were incomplete. The Micro-Computer Tech revised the 3290A Surplus Declaration Transfer Forms by entering the BPI numbers for 35 of the computers. The records were amended by AFRD-CA during the audit after the school emailed the revised forms. BPB O-100 states that *Accounting & Financial Reporting Department - Capital Assets will be notified by OCA when a location is being audited and upon completion of the audit so that the property records for the location are not altered during the duration of an audit.* Both the school and AFRD-CA were notified on October 10, 2017 that the audit at Gator Run Elementary was beginning. The school and department were out of compliance as records were amended during the audit.

**(Gator Run Elementary continued)**

After reviewing the revised 3290A Surplus Declaration Transfer Forms accepted by AFRD-CA during the property and inventory audit, it was noted that the forms were still out of compliance because the serial numbers were not entered on the forms for the 28 computers that were originally removed by AFRD-CA (see Exhibit D). It is imperative that AFRD-CA ensures that all documentation accepted and processed complies with BPB O-100.

**Recommendations for Gator Run Elementary**

The OCA recommends the Principal of Gator Run Elementary review Business Practice Bulletin O-100 Procedure for Property and Inventory Control with the designated personnel to ensure compliance with all policies and procedures.

**Recommendations for Accounting and Financial Reporting Department**

The OCA recommends that the Director of Accounting and Financial Reporting Department provide additional training to the Capital Assets staff to ensure the document(s) being processed comply with all policies and procedures.

**Subsequent to the Principal's Property and Inventory Audit Response:**

As part of the Scope, Objective and Methodology of the Property and Inventory Audit, the OCA test compliance with policies and procedures prescribed by the School Board Polices and Business Practice Bulletin O-100: Procedures for Property and Inventory Control (BPB O-100).

The Principal felt that the findings in this report were misrepresented due to the phrase "unaccounted for." Clarification of the phrase "unaccounted for" was provided to the Principal on November 29, 2017. The Property and Inventory Audit Manager provide the following: *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 or which property has not been otherwise lawfully disposed of.* This definition is provided by the State of Florida. Although the Principal classifies this exception as "clerical errors", these errors leave the School Board of Broward County out of compliance with reference to the Florida Statute and Florida Administrative Code listed below. BPB O-100 identifies the documentation all locations must complete and the process that must take in order for the School Board of Broward County to comply with all statutes and administrative codes. It is imperative that locations follow the BPB O-100 so that the records kept at the District level are accurate.

**Florida Statute 274.07 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.

**Florida Administrative Code 69I-73 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.).

**(Gator Run Elementary continued)**

(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.

For the second consecutive year, the results of the property and inventory audit identified internal control weaknesses within the school's surplus process. The Principal's corrective action that should have been implemented after the prior year audit indicated that the review of proper surplussing processes was discussed with the Micro Tech and Property team to ensure that all equipment deemed salvageable is accurately documented on a 3290A Surplus Declaration Transfer Form and removed from our school during the scheduled pickup (see Exhibit E).

On May 2, 2018, the OCA contacted the school regarding four computers that were said to have been located on campus. When the Principal responded, he indicated that he was led to believe that the four computer were on campus; however, this was an error.

Exhibit C

#28261

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

1 OF 5 PAGES

[X] *SURPLUS (Principal / Director authorization signature required)

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

2017 JUN -8 AM 11:42
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required [X] YES [ ] NO

Issuing Location #: 3642
Location Name: Gator Run ES
Contact Name:
Phone #:

Receiving Location #: 6501 NW 15th Avenue
Location Name: B-stock
Contact Name:
Phone #: 754-321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | 5H9Z8W1 | E5430 | Dell Latitude E5430 4GB | X | |
| 08 07890 | QP74402RWRR | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08 82975 | | Imac | Apple Imac Intel W/12" Flat Panel Combo | X | |
| 08 82983 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08-07894 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08 82985 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08 83520 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| | QP74403WWRR | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08 07891 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08 82944 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08 82950 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08 82934 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| | SQP7110 0NWH5 | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08 07893 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08 07888 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |
| 08 82946 | | Imac | Apple Imac Intel W/12" Flat Panel combo | X | |

Equipment Transfer / Surplus Approved by: Keith Peters — Principal / Director (per Policy 3204) — Date: 5/15/17

Released by: Idman Tommelus — Please Print Name, Title — Date: 5/23/17

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)

T-28261

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

2 OF 5 PAGES

[X] *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 [X] YES [ ] NO

Issuing Location #: 3642
Location Name: Gator Run ES
Contact Name:
Phone #:

Receiving Location #: 6501 NW 15th Avenue
Location Name: B-stock
Contact Name:
Phone #: 754-321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 0408514 | QP3814SPVR | Imac G4 | Apple desktop Imac G4 W/15" Flat Panel | X | |
| 0822241 | | Emac G4 | Apple desktop Emac G4 | X | |
| 08 82990 | | Imac | Apple Imac Intel W/14" Flat panel combo | X | |
| | G8321 5N1SPRL | Emac | Apple desktop Emac | X | |
| 0541608 | | Emac | Apple desktop Emac | X | |
| 0734744 | | Imac | Apple macbook Pro 2.16GHZ | X | |
| | 4510832CFYN | macbook | Macbook Apple 2.16GHZ | X | |
| 10 04550 | | Macbook | Apple macbook | | |
| | W8909J3J4K1 | macbook | Apple macbook | | |
| 10 04549 | | macbook | Apple macbook | | |
| 10 04553 | | macbook | Apple macbook | | |
| | Z2401VVPVAB | Macbook | Apple macbook | | |
| 08 83030 | | macbook | Apple macbook 13" | | |
| | 4H5354FBSEB | macbook | Ibook | | |
| | 4H5353LTSEB | ibook | ibook | | |
| | 4H5354528EB | ibook | ibook | | |

Equipment Transfer / Surplus Approved by: Keith Peters — Principal / Director (per Policy 3204) — Date: 5/15/17

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

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)

T-28261

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

3 OF 5 PAGES

[X] *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 [X] YES [ ] NO

Issuing Location #: 3642
Location Name: Gator Run ES
Contact Name:
Phone #:

Receiving Location #: 6501 NW 15th Avenue
Location Name: B-stock
Contact Name:
Phone #: 754-321-2850

T-25061

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | 4H53547SSEB | check | check | X | |
| | 4H53596NSEB | check | check | X | |
| | 4H53539SEB | check | check | X | |
| | 4V434031RAP | check | check | X | |
| | 4H53542CSEB | check | check | X | |
| | 4H53548BSEB | check | check | X | |
| | 4H5356P4SEB | check | check | X | |
| 0538030 | | check | check | | |
| | 4V4500C4PE2 | check | check | | |
| | 4H53560C2SEB | check | check | | |
| | 4H53574MSEB | check | check | | |
| | 4H53559SEB | check | check | | |
| | 4H53582L5SEB | check | check | | |
| | 4S2010ZAF5W | check | check | | |
| 0538029 | 411 | check | check | | |
| | 4H53292FSEB | check | check | | |

Equipment Transfer / Surplus Approved by: Keith Peters — Principal / Director (per Policy 3204) — Date: 5/15/17

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

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)

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

4 OF 5 PAGES

[X] *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 [X] YES [ ] NO

Issuing Location #: 3642
Location Name: Gator Run ES
Contact Name:
Phone #:

Receiving Location #: 6501 NW 15th Avenue
Location Name: B-stock
Contact Name:
Phone #: 754-321-2850

T-25061

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | 4H53547ESEB | check | check | X | |
| | 4H53598RSED | check | check | X | |
| | 4H53562PSEB | check | check | X | |
| | 4H53590RSER | check | check | X | |
| | 4H53597BSEB | check | check | X | |
| | 4H53584FSEB | check | check | X | |
| | 4H53598ASEB | check | check | X | |
| | 4H53547XSEB | check | check | X | |
| | 4H61360SF4 | check | Apple iMac G4 w/ AD-RW/12.1" | X | |
| | 4H53528ASEB | check | check | X | |
| | 4H53535956SEB | check | check | X | |
| | 4H53549RSEB | check | check | X | |
| | 4H53554SEB | check | check | X | |
| | 5FZL2B1 | DONE | Dell desktop | X | |
| 0783519 | | imac | Apple iMac Intel w/17" flat panel monitor | X | |
| 0711912 | | imac | Apple iMac Intel w/17" flat panel monitor | X | |

Equipment Transfer / Surplus Approved by: Keith Peters — Principal / Director (per Policy 3204) — Date: 5/15/17

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

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)

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

5 OF 5 PAGES

[X] *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 [X] YES [ ] NO

Issuing Location #: 3642
Location Name: Gator Run ES
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 |
|---|---|---|---|---|---|
| 07-11920 | | imac | Apple imac Intel w/in" flat panel mac | X | |
| 05-31127 | | ibook G4 | Apple ibook G4 | X | |
| 05LF30325 | | Server mac | Apple mac Server | X | |
| 05LA00190 | | Server mac | Apple mac server Raid | X | |
| | | | | X | |
| | | | | X | |
| | | | | X | |
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T-28264

Equipment Transfer / Surplus Approved by: Keith Peters Date: 5/15/17
Principal / Director (per Policy 3204)

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

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

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

Form 3290A
Rev. 07/08

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

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

3 OF 5 PAGES

[X] *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 [X] YES [ ] NO

Issuing Location #: 3642
Location Name: Gator Run ES
Contact Name:
Phone #:

Receiving Location #: 6501 NW 15th Avenue
Location Name: B-stock
Contact Name:
Phone #: 754-321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 05LA27089 | 4H53547SSEB | ibook | ibook | X | |
| 05LA27177 | 4H53596NSER | ibook | ibook | X | |
| 05LA27072 | 4H53531SEB | ibook | ibook | X | |
| 05-31117 | W434031RAP | ibook | ibook | X | |
| 05LA27149 | 4H5354ZGSEB | ibook | ibook | X | |
| 05LA27095 | 4H5354T8SEB | ibook | ibook | X | |
| 05LA27125 | 4H5356P4SER | ibook | ibook | X | |
| 0538030 | | ibook | ibook | | |
| 04-24864 | W345004PG2 | ibook | ibook | | |
| 05LA27116 | 4H5356C2SEB | ibook | ibook | | |
| 05LA27146 | 4H5357UNSEB | ibook | ibook | | |
| 05LA27077 | 4H5358S9SEB | ibook | ibook | | |
| 05LA27165 | 4H5358L5SEB | ibook | ibook | | |
| | 452010ZAF5W | ibook | ibook | | |
| 0538029 | 411 | ibook | ibook | | |
| 05LA27047 | 4H5329DFSEB | ibook | ibook | | |

Equipment Transfer / Surplus Approved by: Keith Peters — Principal / Director (per Policy 3204) — Date: 5/15/17

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

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).

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

5 OF 5 PAGES

[X] *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 [X] YES [ ] NO

Issuing Location #: 3642
Location Name: Gator Run ES
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 |
|---|---|---|---|---|---|
| 07-11920 | | imac | Apple imac Intel w/17" flat panel mon | X | |
| 05-31127 | | ibook G4 | Apple ibook G4 | X | |
| 05LA30325 | | Server mac | Apple mac Server | X | |
| 05LA00190 | | server mac | Apple mac server raid | X | |
| | | | | X | |
| | | | | X | |
| | | | | X | |

Equipment Transfer / Surplus Approved by: Keith Peters — Principal / Director (per Policy 3204) — Date: 5/15/17

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

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).

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



[X] *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 [X] YES [ ] NO

Issuing Location #: 3642
Location Name: Gator Run ES
Contact Name:
Phone #:

Receiving Location #: 6501 NW 15th Avenue
Location Name: B-stock
Contact Name:
Phone #: 754-321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | 549Z8W1 | E5430 | Dell Lattitude E5430 4GB | X | |
| 08 02890 | QP74402RWRQ | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08 82975 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08 82983 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08-02894 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08 82985 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08 83520 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08--07892 | QP74403WRQ | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08 09891 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 09 82444 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08 82980 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08 82984 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 07-83502 | SQP7110 0NWH5 | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08 07893 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 08 07888 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |
| 09 82446 | | Imac | Apple Imac Intel w/19" Flat Panel combo | X | |

Equipment Transfer / Surplus Approved by: Keith Peters — Principal / Director (per Policy 3204) — Date: 5/15/17

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

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).

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



[X] *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 [X] YES [ ] NO

Issuing Location #: 3642
Location Name: Gator Run ES
Contact Name:
Phone #:

Receiving Location #: 6501 NW 15th Avenue
Location Name: B-stock
Contact Name:
Phone #: 754-321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 0408514 | QP3384SPVR | Imac G4 | Apple desktop Imac G4 w/15" Flat Panel | X | |
| 0322741 | | Emac G4 | Apple desktop Emac G4 | X | |
| 08 82990 | | Imac | Apple, Imac Intel w/19" Flat panel combo | X | |
| 03-02434 | G83215NSPRL | Emac | Apple desktop Emac | X | |
| 0541608 | | Emac | Apple desktop, Emac | X | |
| 0734744 | | Imac | Apple, macbook pro 2.16GHZ | X | |
| 11-03244 | 4510832CFYN | macbook | macbook Apple 2.16GHZ | X | |
| 10 04550 | | macbook | Apple macbook | | |
| 09-12511 | W8909J3J4R1 | macbook | Apple macbook | | |
| 10 04552 | | macbook | Apple macbook | | |
| 10 04553 | | macbook | Apple macbook | | |
| | ZZ4010V0PVAA | macbook | Apple macbook | | |
| 08 82090 | | macbook | Apple macbook 13" | | |
| 05LA27096 | 4H5354FB3EB | macbook | Ibook | | |
| 05LA27073 | 4H5355LY5EB | ibook | ibook | | |
| 05LA27087 | 4H5354573EB | ibook | ibook | | |

Equipment Transfer / Surplus Approved by: Keith Peters — Principal / Director (per Policy 3204) — Date: 5/15/17

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

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).

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



[X] *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 [X] YES [ ] NO

Issuing Location #: 3642
Location Name: Gator Run ES
Contact Name:
Phone #:

Receiving Location #: 6501 NW 15th Avenue
Location Name: B-stock
Contact Name:
Phone #: 954-321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 05LA27140 | 4H5354EASEB | ibook | ibook | X | |
| 05LA27181 | 4H5359BSEB | ibook | ibook | X | |
| 05LA27126 | 4H5356BSEB | ibook | ibook | X | |
| 05LA27185 | 4H5359CBSEB | ibook | ibook | X | |
| 05LA27178 | 4H5359ABSEB | ibook | ibook | X | |
| 05LA27068 | 4H5358HSEB | ibook | ibook | X | |
| 05LA27180 | 4H5359BASEB | ibook | ibook | X | |
| 05LA27099 | 4H5354TASEB | ibook | ibook | X | |
| 07-00126 | 4H613625SEQ | ibook | Apple ibook G4 W/CD-RW/12.1" | X | |
| 05LA27061 | 4H5352BASEB | ibook | ibook | X | |
| 05LA27146 | 4H5335956SEB | ibook | ibook | X | |
| 05LA27137 | 4H5350985EB | ibook | ibook | X | |
| 05LA07873 | 4H5355HSEB | ibook | ibook | X | |
| R04-85511 | 5FZL2B1 | DCNE | Dell desktop | X | |
| 0783519 | | imac | Apple iMac Intel W/17" flat panel combo | X | |
| 0711912 | | imac | Apple imac Intel W/17" flat panel combo | X | |

Equipment Transfer / Surplus Approved by: Keith Peters
Principal / Director (per Policy 3204)
Date: 5/15/17

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

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

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

Form 3290A
Rev. 07/08

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

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Gator Run Elementary
Keith Peters, Principal
1101 Glades Parkway
Weston, Florida 33327
754-323-5850



December 14, 2016

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

FROM: Keith Peters, Principal, Gator Run Elementary KP

**SUBJECT: RESPONSE AUDIT REPORT ON PROPERTY INVENTORY – FISCAL YEAR 2016-17**

A Property and Inventory Audit was completed at Gator Run Elementary School in June 2016. The report states that 149 items were unaccounted for, totaling 21.78% of our inventory. The majority of our errors came from our SMART surplus, of which 32 items were located at B-Stock by the auditor totaling $40,607.24. Another 54 items totaling $64,932.02 were located at A1 Assets, the recycling company contracted through Broward Schools. This would leave 63 items still unaccounted for, totaling $80,974.16, which is 9.45% of our inventory.

Our Micro-Tech created a back-up copy of our Inventory database and saved it on his computer. While preparing for the SMART surplus, my micro-tech inadvertently updated a portion on his back-up copy of the database and the other portion on the database housed on our virtual server, GTRVM1. Due to this error, the 3290As that were printed from the database on the server did not include all computers being surplussed. The boxes that were picked up contained both documented computers and undocumented computers. While I acknowledge that there were errors on our part, the biggest factors were with procedures and paperwork for the SMART surplus rather than missing items.

After reviewing the Audit Report and discussing it with my newly created Property and Inventory Team, the following corrective action has been put in place to ensure that there are safeguards of District Assets and no future property and inventory exceptions occur:

- The Micro-Tech will be retrained at the next available Inventory Property & Tips training.
- The Principal reviewed Business Practice Bulletin O-100, Procedure for Property and Inventory Control with designated Property Team members.

Gator Run Elementary School
December14, 2016
Response Audit Report on Property Inventory – Fiscal Year 2016-17

- Monthly school operational meetings now include formal updates and procedural reviews of the property and inventory process, including but not limited to: current quarterly inventory updates, PNI updates, continuous checks and balances within the inventory process and B-Stock updates, and procedure for surplusing obsolete and/or damaged equipment in order to remove records from the property inventory.
- Quarterly property and inventory audits/checks will be conducted of the property database and submitted to the Cadre Director.
- Review of proper surplusing processes was discussed with Micro Tech and Property Team to ensure that all equipment deemed salvageable is accurately documented on a 3290A Surplus Declaration Transfer form and removed from our school during the scheduled pickup.

This is my eighth year as a Principal and the first time that I have had an issue with a Property and Inventory Audit. Please know that I take my role as custodian of our property and inventory very seriously and will ensure that this type of situation does not happen again.

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

April 17, 2018

TO: Ann Conway, Task Assigned Chief Auditor
Office of the Chief Auditor

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

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE – FISCAL YEAR 2017-2018 GATOR RUN ELEMENTARY SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2017-18 property and inventory audit for Gator Run Elementary School. Please note that this is a repeat Audit Exception. In addition to the corrective measures that the principal will be implementing, the Office of School Performance & Accountability will provide the following support and oversight in assisting the school in this area:

- The cadre director will work with the principal to ensure that the new part-time Micro-Technician Specialist receives Process & Tips Training offered by the Information & Technology Department. In addition, all team members will receive support related to asset management, specifically property management and control as stated in Business Practice Bulletins.
- The cadre director will collaborate with the principal to review the school's compliance with District policies and business practice bulletins related to property and inventory controls and amend the school's property and inventory protocols as needed. Further, the cadre director will work with the principal to ensure that their monthly school operational meetings include formal updates and procedural reviews from the Property and Inventory team members. In addition, the assistant principal and micro-technician specialist will be the point people who ensure that proper surplus procedures are followed.
- The cadre director will include a review of the asset management protocols in her regularly scheduled site visits with the principal.
- Due to the fact that this is a repeat audit exception, the appropriate level of progressive discipline will occur with the principal.

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

VSW/SRS:ac

cc: Sandra R. Shipman, School Performance & Accountability Director
Keith Peters, Principal, Gator Run Elementary School
Ali Arcese, Manager, Property & Inventory Audits, Office of the Chief Auditor

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

Gator Run Elementary
Keith Peters, Principal
1101 Glades Parkway
7564-323-5850



April 16, 2018

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

FROM: Keith Peters KP
Principal, Gator Run Elementary

SUBJECT: Response Audit Report on Property Inventory – Fiscal Year 2017-18

A Property and Inventory Audit was completed at Gator Run Elementary in October 2017. There were 39 items in the final report that were listed as being unaccounted for. However, 31 of those 39 items were accounted for. I strongly feel that the findings were misrepresented due to the language used in the Property and Inventory Report, specifically, the phrase "unaccounted for". The location of the 31 items was known to the auditor at the time of the audit, however; due to errors in the processing of the items, the auditor would not accept the forms and account for the items.

On May 5, 2017, there was a B-Stock pickup that consisted of five 3290A forms. I will admit that there were clerical errors on the 3290A forms: 30 were listed with just the BPI numbers and 38 were just listed with the serial numbers. I have reviewed BPB O-100 Section F: Surplus of Tangible Personal Property with my Property and Inventory Team to ensure that this error doesn't occur again.

With regards to the 31 items that I claim were accounted for, I accept responsibility for the clerical error made in the B-Stock process as well as the PNI monitoring process. In the future I will work closely with the Micro-Techs to ensure that all clerical and monitoring procedures during the B-Stock process are followed by all parties.

I will also ensure that the Property and Inventory report is checked closely following any surplus.

In addition the following four items of the eight truly "unaccounted for" items have been located on our campus following the Property and Inventory Audit:

* 07-83503 Computer, Apple IMac

* 07-11921 Apple Desktop IMac Intel W/17" Flat Panel

* 05LA27078 Apple Refresh Laptop

* 04-84864 Apple, IBook G4

After reviewing the Audit Report and discussing the findings with my Property and Inventory Team, the following corrective actions have been implemented:

* Property and Inventory Team formulated comprised of Principal, Assistant Principals, Micro Techs, Head Custodian, and various members of the support staff

* I added an additional Part-Time Micro-Tech to the existing full-time position already in place at the school to assist with managing our inventory due to the amount of property/technology used daily at the school

* The Principal has reviewed Business Practice Bulletin O-100 Procedure for Property and Inventory Control

* Monthly school operational meetings now include formal updates and procedural reviews from the Property and Inventory Team members

* Quarterly technology inventories will be conducted and entered into the school database

* Designate Assistant Principal and Micro-Techs as the only personnel charged with generating and following proper surplus procedures

Please know that I take my role as custodian of our property and inventory very seriously and will ensure that this type of situation does not happen again.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
**Accounting & Financial Reporting Department**
*K. C. Wright Administration Center*

April 18, 2018

TO: Ms. Ali Arcese, Manager
Property & Inventory Audits

FROM: Ms. Priscilla Moxey, Accountant IV
Accounting & Financial Reporting Department

VIA: Ms. Erum Motiwala, Director
Accounting & Financial Reporting Department

SUBJECT: Audit Report on Property & Inventory – Fiscal Year 2017-2018
Gator Run Elementary School (3642) Response

The Accounting & Financial Reporting Department (AFRD) has implemented the following internal procedures to address the audit findings regarding Capital Assets:

The Director of AFRD has mandated that the Accountant IV, Ms. Moxey, provide ongoing training to the Capital Assets staff to comply with all policies and procedures.

Capital Assets staff maintains a log of the locations currently being audited. Staff is aware not to amend any records for the locations being audited until notified by the Office of the Chief Auditor that the audit has been completed.

Staff has created a document checklist to ensure that any missing information is immediately addressed. A "Notice of Return Form" is sent to the respective location if any corrections are required.

To ensure that staff adheres to policies and procedures, Capital Assets documents are reviewed by the Accountant IV, Ms. Moxey.

EM/PM

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

Ms. Judith M. Marte
Chief Financial Officer

Erum Motiwala, Director Phone: 754-321-2276 Fax: 754-321-2289

**School Name:** **Park Ridge Elementary (1951)**

**Principal:** **Joseph Balchunas**

**Address:** **5200 NE 9th Avenue**
**Deerfield Beach, FL 33064**

| | |
|---|---|
| Total Number of Items in Inventory: | 579 |
| Total Dollar Cost of Items in Inventory: | $513,895 |
| Total Number of Items Unaccounted for: | 12 |
| Total Dollar Cost of Items Unaccounted for: | $17,708 |
| Total Net Value of Items Unaccounted for: | $0 |
| Percentage of Dollar Cost of Items Unaccounted for: | 3.5% |

As a result of the property and inventory audit conducted at Park Ridge Elementary, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

**Finding 1**

During the physical inventory at Park Ridge Elementary, 11 pieces of equipment were not physically accounted for. As part of the Principal's response to the Office of the Chief Auditor (OCA), he stated that two computers were missing and nine additional items (five computers and four printers) were surplused; however, the school could not provide any District surplus forms. These items are considered unaccounted for.

During the physical inventory at Park Ridge Elementary School, an HP ProCurve Switch (network equipment) could not be located. When inquiring about the switch, the school stated that the switch was installed in a portable that was demolished in 2017.

| | | | | | |
|---|---|---|---|---|---|
| J751543 | DEMOLITION OF PORTABLE F020P.DISCONNECT UTILITIES,SYSTEMS AND RESTORE SITE.SEE ROY NORTON 754-321-4316/954-240-1922. **06FEB17/PSF1:07-93977,07-93962, | Completed | Physical Plant Operations | 9/25/2017 | 3/31/2016 |
| J751549 | DEMOLITION OF PORTABLE F047P.DISCONNECT UTILITIES,SYSTEMS AND RESTORE SITE.SEE ROY NORTON 754-321-4316/954-240-1922. **06FEB17/PSF1:07-93960,07-93962, | Completed | Physical Plant Operations | 9/25/2017 | 3/31/2016 |
| J751552 | DEMOLITION OF PORTABLE F160P.DISCONNECT UTILITIES,SYSTEMS AND RESTORE SITE.SEE ROY NORTON 754-321-4316/954-240-1922. **06FEB17/PSF1:07-93977,07-93962. | Completed | Physical Plant Operations | 9/25/2017 | 3/31/2016 |

The OCA contacted the Information and Technology Department several times to request the location of the switch; however, they have not been able to locate it.

**Recommendations**

The OCA 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 reconciliation of assets is completed semi-annually in order to comply with policies and procedures. By performing the reconciliation routinely, the school may identify and correct in a timely basis any errors and discrepancies found. The Principal can improve accountability and ensure safeguarding of the District's assets by strengthening the internal controls at the school. Examples of actions that can assist in strengthening internal controls are creating a Property and Inventory team and ensuring all staff is made aware of procedures implemented by the Principal.

**(Park Ridge Elementary continued)**

In addition, the OCA recommends that the procedures for surplussing tangible personal property are reviewed with all staff members involved in the process to ensure that everyone is aware of the requirements set forth by the policies and procedures. The OCA also recommends when large numbers of tangible personal property items are being surplused that additional staff members are asked to assist in the task to ensure all documentation is accurate and in compliance with policies and procedures.

**Additional Recommendations**

The Office of the Chief Auditor recommends the Principal register the designated Property and Inventory 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 Property and Inventory team to ensure compliance with all policies and procedures.

**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**

March 8, 2018

TO: Ann Conway, Task Assigned Chief Auditor
Office of the Chief Auditor

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

**SUBJECT: PROPERTY AND INVENTORY AUDIT RESPONSE**
**PARK RIDGE ELEMENTARY SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2017-2018 property and inventory audit for Park Ridge Elementary School. In addition to the corrective measures that the principal is instituting, the Office of School Performance & Accountability will provide the following support and oversight in assisting the school in this area:

- The cadre director will work with the principal to establish, execute and monitor property and inventory controls that are consistent with District policies and business practice bulletins in this area.
- The 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 his regularly scheduled school visits.
- The cadre director will work with the principal to ensure the individuals who have been identified by the principal to assist with asset management receive the proper training in this area.

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

VSW/MN:tlw

cc: Mark Narkier, School Performance & Accountability Director
Joseph Balchunas, Principal, Park Ridge Elementary School

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

**JOSEPH BALCHUNAS**
**PRINCIPAL**
**PARK RIDGE ELEMENTARY**

**PHONE: 754-322-7700** **FAX: 754-322-7740**


March 1, 2018

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

FROM: Joseph Balchunas, Principal
Park Ridge Elementary 1951 Joseph Balchunas

SUBJECT: **Response to Audit Report on Property Inventory - Fiscal Year 2017-2018**

I am in receipt of the final audit report from our November 2017, property and inventory audit. As a result of the outcome of this property audit, we are revising and implementing the following procedures to ensure all tangible personal district property are accounted for and that there is accurate reporting during all future property and inventory audits.

As a result of the audit, the following items are unaccounted for:

| BPI NUMBER | ITEM DESCRIPTION | HISTORICAL COST | MANAGER RESPONSE |
|---|---|---|---|
| 11-05106 | APPLE MACBOOK LAPTOP | $1,037.30 | Missing |
| 08-12758 | APPLE MACBOOK 2.0 GHZ W/CD | $1,499.00 | Missing |
| 05LA14827 | APPLE-REFRESH LAPTOP | $1,395.62 | Surplussed |
| 05-46082 | APPLE IBOOK G4 | $1,456.50 | Surplussed |
| 04-04708 | LEXMARK T630 B/W PRINTER | $1,208.00 | Surplussed |
| 03-08813 | LEXMARK T520N PRINTER | $1,258.00 | Surplussed |
| 03-08814 | LEXMARK T520N PRINTER | $1,258.00 | Surplussed |
| 03-08817 | LEXMARK T520N PRINTER | $1,258.00 | Surplussed |
| 03-08423 | APPLE EMAC G4 | $1,423.00 | Surplussed |
| 03-08427 | APPLE EMAC G4 | $1,423.00 | Surplussed |
| 03-08428 | APPLE EMAC G4 | $1,423.00 | Surplussed |
| NOT AVAILABLE | HP PROCURVE 3500 SWITCH | $3,069.00 | Surplussed |

***Historical cost of property unaccounted for as of January 9, 2018*** ***17, 708.42***

***Accumulated Depreciation as of January 9, 2018*** ***17,708.42***

***Percentage of Dollar Cost of Items Unaccounted for*** ***3.5%***

***School findings and data to support items that are listed as unaccounted for:***

**Finding 1**

Prior to the start of the 2015-2016 school year, on July 7, 2015, school administration surplussed 150 items (B-Stock Transfer 24260. Documentation of 3290A Forms were submitted as part of the principal's initial inventory response and are available at the school site.) B-stock paperwork indicated 150 items were removed, however, only 144 items have the required paperwork.

**Finding 2**

Prior to the start of the 2015-2016 school year, on July 28, 2015, school administration surplussed 29 items (B-Stock Transfer 23781. Documentation of 3290A forms were submitted as part of the principal's initial inventory response and are available at the school site.) B-stock paperwork indicated 29 items were removed, however, only 26 items have the required paperwork.

**Throughout this audit reconciliation, we have had several conversations with personnel at B-Stock and Capital Assets to assist in locating the paperwork for the unaccounted surplussed items. Capital Assets provided duplicate copies of paperwork already at the school site, and B-Stock could not confirm that items picked up were counted and matched against submitted 3290A Forms.*

**The items in these transfers were grouped in bulk according to sequential BPI numbers and Item Descriptions. These include, but are not limited to: 91 APPLE LAPTOPS, 47 APPLE EMACS and 9 LEXMARK PRINTERS. The items unaccounted for match the exact "Item Descriptions" in transfers 24260 and 23781. In addition, BPI numbers on the non-found items are one number off from items accounted for in the same series.*

> *Ex: APPLE REFRESH LAPTOP G4 (BPI: 05LA14828) is accounted for in this transfer, but APPLE REFRESH LAPTOP G4 (BPI: 05LA14827) is unaccounted for.*

**Finding 3**

School administration became aware at the inventory closeout with the auditor that ETS network equipment would now be included in school audits, but these items are not listed on the school PNI 811 for monitoring. Initial investigation indicated that an HP PROCURVE 3500 SWITCH was listed as unaccounted for. The district database lists the location of this switch to be in a portable that was removed/demolished on 9/25/2017 (work orders: J751543, J751549, J751552). After several communications with personnel in Facilities and Construction Management and Information and Technology Services, no one can locate this item.

**Emails and communication with all district departments listed above are maintained at the school site if needed.*

***In order to secure District personal tangible property, the following procedures for property and inventory control will be implemented immediately:***

**Business Practice Bulletin 0-100**

Comply 100% with the business practice bulletin. The technology committee will be re-oriented to the Business Practice Bulletin by March 13, 2018, and all other staff will receive an in-service on best practices for securing equipment and preventing theft at the next faculty/staff meeting in March. We will make revisions to any procedures not aligning to the standards practice bulletin. All changes and updates will be provided to the staff as needed.

As of todays date, school administration and our micro-tech specialist have attended the Inventory Process and Tips Training. The school will continue to send school personnel to this training to ensure all identified technology team staff are trained.

**Surplus of Tangible Personal Property**

Any obsolete or damaged tangible personal property will be surplussed in order to remove items from our inventory. This will be done in conjunction with our quarterly inventories and in compliance with the semi-annual inventory submitted via OSPA Central V2.0. Standard practice will be followed with completing 3290A Surplus/Transfer Declaration Forms. Accuracy will be strengthened by having a second staff member verify correct completion of all forms to include: BPI Number, Serial Number, Model Number and Equipment Description. Furthermore, two members from the school's technology team will be present when B-Stock items are picked up to ensure accuracy of all Surpluses/Transfers.

**Micro-Tech Specialist Position**

Beginning with the 2018-2019 school year, Park Ridge Elementary will secure a full-time Mico-Tech Specialist position in order to accurately and consistently implement procedures and practices that secure tangible personal property. Currently, this position is funded at 50% and shared with another school.

**Room Inventory Lists**

All classrooms have been provided with an updated room inventory list, corresponding with the information within the electronic inventory database. The Micro-Tech will update, and post inventory checklists in every room that equipment is kept/stored. Checklist updates will be completed the same day equipment is added/removed from the room. With the principal's authorization, the Micro-Tech Specialist is the only person permitted to remove or add technology equipment to a room. Procedures are currently in place to ensure that technology committee will complete quarterly inventory checks. Administration will oversee this process to ensure all quarterly inventory checks are accurate.

## Property Pass Procedures

Tangible property assigned to staff will require a property pass. The Micro-Tech will update property passes annually, or as deemed necessary by administration. All property passes must be signed and dated by individual receiving the equipment. The Micro-Tech must maintain property passes and must be submitted to administration for signature on the same day the property pass is issued. The property pass binder will be located in the Micro-Tech Specialist's office.

## Theft/Vandalism Procedures

In the event of theft or vandalism, the school will report the loss to the Special Investigative Unit and the local authorities at the time of the incident. As a component of the police & SIU report, the school will provide all applicable property and serial numbers of the stolen tangible personal property along with a narrative of the event. This procedure will be completed within 2 business days from when the incident is known or should have been known.

School staff will be made aware of the expectations for safeguarding as well as reporting requirements for District assets. As directed by the administration, SIU and the local authorities will be immediately notified.

## PNI-811

In order to ensure the reconciliation of all assets and accurate physical accounting of site-designated assets, The Micro-Tech Specialist will request a PNI-811 report on a monthly basis, ensuring the correct additions, modifications and deletions are reported by the school and other district departments. Any corrections that are necessary will be reported immediately to Capital Assets and monitored until completed.

After a careful analysis of the missing items listed below, administration has and will continue to review procedures in accordance to Business Practice Bulletin 0-100. Procedures are in place that will enhance and tighten security procedures for all technology and equipment.

Thank you for your support and continued guidance as we monitor and implement the above plan to secure tangible personal property. If you have any questions, please contact me.

cc: Mark Narkier, Director, School Performance and Accountability
Ann Conway, Task Assigned Chief Auditor, Office of the Chief Auditor
Ali Arcese, Manager, Property and Inventory Audits

**School Name:** **Rock Island Elementary (3701)**

**Previous Principal:** **Stephen DeCotis**

**New Principal:** **Cormic M. Priester**

**Address:** **2350 NW 19th Street**
**Fort Lauderdale, FL 33311**

| | |
|---|---|
| Total Number of Items in Inventory: | 694 |
| Total Dollar Cost of Items in Inventory: | $667,429 |
| Total Number of Items Unaccounted for: | 5 |
| Total Dollar Cost of Items Unaccounted for: | $8,330 |
| Total Net Value of Items Unaccounted for: | $1,346 |
| Percentage of Dollar Cost of Items Unaccounted for: | 1.2% |

As a result of the property and inventory audit conducted at the schools listed above, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

**Finding 1**

During the physical inventory at Rock Island Elementary School, five items (one computer, one document camera, one projector, one active panel) were not physically accounted for. As part of the new response to the Office of the Chief Auditor, the new Principal stated that the items were unaccounted for.

**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 new Principal should ensure the reconciliation of assets is completed semi-annually in order to comply with policies and procedures. By performing the reconciliation routinely, the school can identify and correct on a timely basis any errors and discrepancies found. The new Principal can improve accountability and ensure safeguarding of the District's assets by strengthening the internal controls at the school. Some examples of actions that can assist in strengthening internal controls are creating a Property and Inventory team, and ensuring all staff is made aware of procedures implemented by the new Principal.

**Finding 2**

During the physical inventory at Rock Island Elementary School, it was discovered that a golf cart was reported stolen on June 1, 2016. The school contacted the City of Fort Lauderdale Police Department and filed an Incident/Investigation Report. The employee reporting the larceny complaint did not provide the Officer the golf cart serial number nor was the report ever amended afterwards to add the serial number to the report. According to Business Practice Bulleting O-100: Procedure for Property and Inventory Controls *In the event of theft or vandalism, the property custodian will report the loss to the Broward District Schools Police Department (BDSPD) and the local authorities at the time of the incident. As a component of the police report and the BDSPD's Immediate Notification Form (**See Exhibit 6**), the location must provide all applicable property and serial numbers of the stolen tangible personal property along with a narrative of the event. This should be completed within 2 business days from when the incident is known or should have been known.*

**(Rock Island Elementary continued)**

**Recommendations**

The Office of the Chief Auditor recommends that all staff is made aware of the policies and procedures related to reporting theft or vandalism of tangible personal property.

**Additional Recommendations**

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

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

**Valerie S. Wanza, Ph.D.**
***Chief Officer***

Telephone: 754-321-3838 Facsimile: 754-321-3886

March 8, 2018

TO: Ann Conway
Task Assigned Chief Auditor

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

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE – ROCK ISLAND ELEMENTARY SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2017-18 property and inventory audit for Rock Island 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 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 work with the principal during the 2018-19 school budget planning cycle to determine if funds can be allocated for a part or full-time micro-technology specialist at the school.
- The cadre director will review the school's progress in this area during his regularly scheduled school visits.
- Another school that has demonstrated accuracy and efficiency in this area will be identified to work with this principal to share best practices in asset management.

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

VSW/AF:lp

cc: Angela Fulton, School Performance & Accountability Director
Cormic Priester, Principal, Rock Island Elementary School

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

ROCK ISLAND ELEMENTARY SCHOOL
CORMIC PRIESTER, PRINCIPAL
MARIE RUMBLE-WISE, ASSISTANT PRINCIPAL
2350 NW 19th Street
Ft. Lauderdale, FL 33311
Office 754-322-8300 – Fax 754-322-8340
www.browardschools.com/rockisland



March 1, 2018

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

FROM: Cormic M. Priester, Principal
Rock Island Elementary School 3701

**SUBJECT: RESPONSE TO AUDIT REPORT ON PROPERTY & INVENTORY FISCAL YEAR 2017-2018**

This memo acknowledges receipt and review of the findings of the FY 2017-2018 Property and Inventory Audit for Rock Island Elementary School. The following plan outlines the corrective actions taken by the principal to safeguard the assets of the district as the result of the audit findings.

The following actions and inventory controls are in place to prevent future findings:

- The Principal requires that tangible personal property assigned to staff for temporary removal from the site are issued a property pass to document the assignment and removal of capital equipment. The Micro-Technology Specialist will collect all equipment at the end of the year and/or upon an employee moving to a new site.
- The Principal met with the Property & Inventory Team to outline expectations for inventory procedures and to assign specific inventory zones for members to conduct physical inventory verifications quarterly.
- The Principal reviewed the Business Practice Bulletin 0-100: Procedure for Property and Inventory Control with the property and inventory team members.
- The Principal instituted a procedure for authorized staff to receive technology equipment, which requires that an administrator, the Micro-Technology Specialist or a designee verify receipt of all technology equipment.
- The Principal required the Assistant Principal, Micro-Technology Specialist, and one leadership team member to attend the February 12, 2018 Property and Inventory Training provided by the district.
- The Micro-Technology Specialist will report required corrections to Accounting and Financial Reporting Department-Capital Assets (AFRD-CA).

- All faculty and staff members were trained on how to report theft or vandalism of tangible personal property.
- The Property and Inventory Team was trained to properly complete a Tangible Property Loss/ Equipment Acquisition Form (3290) and the Surplus Transfer Declaration Form (3290 A).

As Principal of Rock Island Elementary School, I take full responsibility for the accurate account of inventory and security of all district assets. I am confident that the corrective action plan in place will ensure compliance with School Board policies, procedures and Standard Practice Bulletins.

**School Name:** **Sheridan Park Elementary 1321**

**Principal:** **Jacqueline Carro**

**Address:** **2310 N 70th Ter.**
**Hollywood, FL 33024**

**Also requested to respond to the audit finding(s):**

**Department Name:** **Warehousing Services Department 9613**

**Director:** **Mary C. Coker**

**Address:** **7720 W. Oakland Park Blvd.**
**Sunrise, FL 33351**

| | |
|---|---|
| Total Number of Items in Inventory: | 650 |
| Total Dollar Cost of Items in Inventory: | $520,281 |
| Total Number of Items Unaccounted for: | 24 |
| Total Dollar Cost of Items Unaccounted for: | $32,023 |
| Total Net Value of Items Unaccounted for: | $0 |
| Percentage of Dollar Cost of Items Unaccounted for: | 6.2% |

**Findings**

As a result of the property and inventory audit conducted at Sheridan Park Elementary School, it was determined that some controls over inventory and fixed assets were not in compliance with the District's policies and procedures.

A review of all property and inventory was performed. Of the 650 assets recorded at the school, 24 items were removed during the SMART surplus process but surplus procedures were not followed. Sheridan Park Elementary's original SMART surplus pickup occurred on December 15, 2015. More than a year later on January 12, 2017, the Surplus Furniture Facilitator (SFF), after being contacted by the Micro-Computer Tech at the school, submitted a request to Accounting and Financial Reporting – Capital Assets Department (AFRD-CA) to have additional equipment removed using the same B-Stock Transfer Ticket that was issued the prior year. AFRD-CA did not accept the newly presented surplus forms because they were not included in the original SMART surplus packet that was forwarded to the department the prior year by the SFF. As part of the procedures that were provided to the school during the SMART Surplus process if discrepancies were found after the scanned asset list was provided to them, the school was to contact the SFF to correct the discrepancies within 72 hours (see Exhibit F). On January 13, 2017, the SFF requested a new B-Stock Transfer Ticket using Sheridan Park Elementary as the "Issuing Location." The B-Stock Transfer Ticket was created and the school then approved/ signed new 3290A Surplus Declaration Transfer Forms. The newly created packet was submitted to AFRD-CA as if an actual pickup occurred on January 13, 2017 (see Exhibit G - Ticket No. 27571).

**(Sheridan Park Elementary continued)**

The Office of the Chief Auditor (OCA) confirmed with A-1 Assets, the District's recycling vendor, that the December 15, 2015 was the only SMART Surplus pickup that took place at Sheridan Park Elementary. In addition, the Property and Inventory Audit Manager requested that the Warehousing Services Department–B-Stock Foreman confirm whether a B-Stock surplus pickup occurred on January 13, 2017. He was not able to determine whether a pickup occurred because he stated that the SFF was the only person who scheduled and coordinated the SMART B-Stock pickups throughout the District and all documentation pertaining to the pickups were kept in the SFF's office. This practice is an internal control weakness and should be discontinued immediately. The SMART surplus pickup process within the Warehousing Services Department should have included segregation of duty functions in order to ensure that one employee did not have the ability to conceal errors or improper activities in the normal course of their duties. The current surplus process should have been followed.

Recently, additional information has been revealed regarding this SMART surplus pickup. After providing the Warehousing Services Department a draft copy of the OCA property and inventory audit report, the SFF contacted A-1 Assets on November 1, 2017 and had them add 11 computers to the Certificate of Electronics Recycling. The OCA can confirm that the 11 computers were not included on the original certificate because A-1 Assets provided the OCA the certificate on August 16, 2017. In addition, the payment received from A-1 Asset for computers removed from Sheridan Park Elementary reconciled to the original certificate. When the OCA requested clarification as to why the computers were added, A-1 Asset stated that they had the 11 computers in their database but had not added them to Sheridan Park Elementary's Certificate of Electronic Recycling. The contract with A-1 Assets states that the District should receive payment of $10 for each computer surplused. A-1 Assets was asked to provide proof of payment for the 11 computer that were added; however, after several months of research, A-1 Assets was not able to pinpoint exactly which invoices these items were added to. Furthermore, A-1 Assets explained that the 11 computers were not identified during the initial collection because the serial numbers scan bars were "unreadable". They cannot confirm that the computers were collected during surplus pickup at Sheridan Park Elementary School.

On November 16, 2017, the Chief Auditor and Property and Inventory Audit Manager met with the Superintendent of Schools and the Chief Officer of School Performance and Accountability to discuss this property and inventory audit. The Chief Information Officer was asked to join the meeting as additional resources were requested to be provided by the Information and Technology Department to ensure that the surplus process is improved using current technology. During the meeting, the need for the replacement of three reports that were discontinued when SAP Assets Module was implemented was discussed. The (OptiSpool) reports identified asset activities and were used by schools when performing their semi-annual inventory. Also discussed during the meeting was the need to transition to paperless processes by using the newly implemented SAP Assets Module and creating a workflow system within SAP for inventory control. The Information & Technology Department has scheduled a meeting with departments that play a role in the surplus process. The efficiency of the inventory process will be discussed to develop a better process of accountability.

**(Sheridan Park Elementary continued)**

**Recommendations**

The Office of the Chief Auditor suggests reconciliation of all assets be completed as often as needed to ensure an accurate physical accounting of site designated assets by the staff. The Principal should ensure that a semi-annual inventory of all assets is completed 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 location must take appropriate measures to ensure the safekeeping of all tangible personal property.

- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.

- 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.

- Any corrections required to asset record(s) should be promptly reported to AFRD-CA. The property custodian should immediately notify AFRD-CA if any discrepancies are noted, so they can be corrected in a timely manner.

The Office of the Chief Auditor also recommends that the Director of the Warehousing Services Department – B-Stock strengthen the department's internal controls over the surplus pickup process. The following internal control areas require improvement.

- The Department should establish adequate segregation of duties over the surplus pickup process.

- All documentation related to surplus pickups should be kept in a centralized location.

## Office of the Chief Auditor's Response to the Principal's Response

Although the Principal classifies this exception as "clerical error", the errors leave the School Board of Broward County out of compliance with reference to the Florida Statute and Florida Administrative Code listed below. BPB O-100 identifies the documentation all locations must complete and the process that must take place in order for the School Board of Broward County to comply with all statutes and administrative codes. It is imperative that locations follow the BPB O-100 so that the records kept at the District level are accurate.

**Florida Statute 274.07 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.

**Florida Administrative Code 69I-73 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.

Exhibit F

# SMART SURPLUS

| SMART SURPLUS ASSETS | SMART SURPLUS NON-ASSETS | SMART SURPLUS INFRASTRUCTURE | B-STOCK SURPLUS ASSETS & NON-ASSETS |
|---|---|---|---|
| **All SMART Computer Devices, A/V Media Equipment *WITH* BPI Asset Numbers** | **All SMART Devices, A/V Media Equipment *WITHOUT* BPI Asset Numbers** | **All SMART infrastructure equipment removed (wi-fi access points, servers, racks, etc.)** | ***Non SMART* related assets and non-assets (appliances, gym equipment, custodial tools, musical instruments, etc.)** |
| Complete ***ONE SET*** of 3290A Surplus Declaration Forms to include descriptions, BPI asset numbers and serial numbers. Indicate "SMART SURPLUS" in upper right hand corner of document. | Complete ***ONE SET*** of 3290A Surplus Declaration Forms to include descriptions, serial numbers if applicable, and quantities. Indicate "SMART SURPLUS" in upper right hand corner of document. | 3290A Surplus Declaration Forms will be completed by the Vendor (JDL)and submitted to the school. ***The school must verify/confirm assets listed on forms*** . ***Include BPI numbers on forms when verified.*** | Complete ***ONE SET*** of 3290A Surplus Declaration Forms to include descriptions, BPI asset numbers and serial numbers. |
| Principal must sign 3290A form on "Equipment Transfer/Surplus Approved By" line. **IN BLUE INK** | Principal must sign 3290A form on "Equipment Transfer/Surplus Approved By" line. **IN BLUE INK** | Principal must sign 3290A form on "Equipment Transfer/Surplus Approved By" line. **IN BLUE INK** | Principal must sign 3290A form on "Equipment Transfer/Surplus Approved By" line. **IN BLUE INK** |
| ***Keep original signed 3290A forms*** . Scan completed 3290A forms and SMART Surplus list to "B-Stock Surplus " in CAB (type "B-STOCK" in CAB to populate address) | ***Keep original signed 3290A forms*** . Scan completed 3290A forms and SMART Surplus list to "B-Stock Surplus " in CAB. (type "B-STOCK" in CAB to populate address) | ***Keep original signed 3290A forms*** . Scan completed 3290A forms and SMART Surplus list to "B-Stock Surplus " in CAB (type "B-STOCK" in CAB to populate address) | ***Submit original 3290A forms by pony to B-Stock (Attn: Ted Skopinski) 321-2850*** |
| Once 3290A forms are received, the school will be contacted for scheduling a direct pickup of surplus by the Recycle Vendor. | Once 3290A forms are received, the school will be contacted for scheduling pickup of surplus. It will be determined at that time if the items will be picked up by Vendor or B-Stock (determination of space requirements on Vendor truck). | Procurement & Warehousing department will generate a B-Stock Transfer Ticket and schedule pickup of equipment. | Procurement & Warehousing department will generate a B-Stock Transfer Ticket and schedule pickup of equipment. |
| 3290A forms will be attached to transfer paperwork on date of scheduled surplus pickup. ***The original 3290A forms will be collected by Procurement & Warehousing department at time of pickup.*** | ***If B-Stock is scheduled to complete pickup:*** Submit original 3290A forms by pony to B-Stock (Attn: Ted Skopinski) 321-2850 | Procurement & Warehousing department will submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket. | Procurement & Warehousing department will submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket. |
| After completion of surplus pickup, the school will receive a copy of the "Scanned Asset List" within 72 hours. ***Upon receipt, the school must verify that the "Scanned Asset List" matches the completed 3290A forms*** . Contact Kent Jerding within 72 hours if discrepancies are found. | Procurement & Warehousing department will generate a B-Stock Transfer Ticket and schedule pickup of equipment. | **ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE STORAGE *NOT PERMITTED :* INSIDE PORTABLES OR 2ND FLOOR OR HIGHER FOR SAFETY REASONS** | **ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE STORAGE *NOT PERMITTED :* INSIDE PORTABLES OR 2ND FLOOR OR HIGHER FOR SAFETY REASONS** |
| Procurement & Warehousing department will submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket. | ***If Vendor is scheduled to complete pickup:*** **3**290A forms will be attached to transfer paperwork on date of scheduled surplus pickup. ***The original 3290A forms will be collected by Procurement & Warehousing department at time of pickup.*** | | |
| **ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE STORAGE *NOT PERMITTED :* INSIDE PORTABLES OR 2ND FLOOR OR HIGHER FOR SAFETY REASONS** | Procurement & Warehousing department will submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket. | | |
| | **** NOTE: For peripheral items such as monitors, keyboards, etc., a "total count" for each type item is required.** | | |
| | **ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE STORAGE *NOT PERMITTED :* INSIDE PORTABLES OR 2ND FLOOR OR HIGHER FOR SAFETY REASONS** | | |

If you have any questions, please contact Kent Jerding @ SBBC Cell: 954-684-8406 or Office: 754-321-2880. Email kent.jerding@browardschools.com

Exhibit G

# B-Stock Transfer

Date Created: **1/13/2017** Date Closed:

Transfer # **27571**

Number of 3290A Attachments: **2**

Number of Other Attachments:

Cafeteria #

Issuing Location **1321**
**Sheridan Park Elementary**
**2310 N 70th Terrace**
**Hollywood, FL 33024**
Phone/Fax: **(754)323-7350 / (754)323-7390**
Contact:

Receiving Location: **022T**
**A1 Assets Inc.**
**1100 Charles Street**
**Longwood, FL 32750**
Phone/Fax: **(407)339-7030 / (407)749-0787**
Contact:

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 16 | IMAC/EMAC/PC Computers | Inc |
| 2 | | | 2 | Laptop Computer | Inc |

COMPLETED
1/13/17 KJ

Requested By: **Kent Jerding**

Released By: SSwarey (AP) HARRIET CLARK Date: 1/13/17

Received By: Kent Jerding KENT JERDING Date: 1/13/17

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

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



☐ *SURPLUS (Principal / Director authorization signature required)

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

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required ☐ YES ☐ NO

Issuing Location #: 1321
Location Name: Sheridan Park Elem.
Contact Name: Hariett Clark/ Don Endorf
Phone #: 754-323-7350

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 02-01178 | RN1174R3KLB | | COMPUTER, MAC IMAC | | |
| 05-22250 | G842329MR93 | | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | | |
| 05-22252 | G84232B7R93 | | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | | |
| 05-22254 | G84232AJR93 | | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | | |
| 05-22255 | G84232ALR93 | | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | | |
| 05-22265 | G84232B2R93 | | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | | |
| 05-44104 | G84513Z8RBE | | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | | |
| 05-44105 | G845140BRBE | | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | | |
| 05-44106 | G84513ZPRBE | | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | | |
| 06-02604 | YM5200UJSCH | | APPLE,DESKTOP, EMAC G4 W/17" | | |

Equipment Transfer / Surplus Approved by: _____ Date: 1/13/17
Principal / Director (per Policy 3204)

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

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

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

Form 3290A
Rev. 07/08

*Pick-up Verification documents from a SBBC approved removal vendor should be retained for Audit Purposes as well (SURPLUS).



Exhibit G

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



☐ *SURPLUS (Principal / Director authorization signature required)

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

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required ☐ YES ☐ NO

Issuing Location #: 1321
Location Name: Sheridan Park Elem.
Contact Name: Hariett Clark/ Don Endorf
Phone #: 754-323-7350

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 06-02607 | YM5200V1SCH | | APPLE,DESKTOP, EMAC G4 W/17' | | |
| 06-02608 | YM5200V2SCH | | APPLE,DESKTOP, EMAC G4 W/17" | | |
| 06-02615 | YM52019ZSCH | | APPLE,DESKTOP, EMAC G4 W/17' | | |
| 06-02628 | YM52018ZSCH | | APPLE,DESKTOP, EMAC G4 W/17' | | |
| 07-05698 | 4H6387TCU9B | | APPLE, MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | | |
| 07-13533 | QP71109FWH5 | | APPLE DESKTOP IMAC INTEL W/17" FLAT PANE | | |
| 08LA01657 | WQ8125HH0P1 | | Apple MacBook 2.4 GHz; 2 GB RAM | | |
| 08-06893 | W87370U1WRQ | | APPLE IMAC INTEL W/17" FLAT PANEL/COMBO | | |
| 08LA01668 | WQ8125KH0P1 | | Apple MacBook 2.4 GHz; 2 GB RAM | | |
| | | | | | |

Equipment Transfer / Surplus Approved by: Aquilina Carro Date: 1/13/17 Released by: Date: ___ / ___ / ___
Principal / Director (per Policy 3204) Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

*Pick-Up Verification document attached, a SBBC approved removal agent should be retained for Audit Purposes as to EXCESS/SURPLUS.

**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**

January 10, 2018

TO: Patrick Reilly
Chief Auditor

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

**SUBJECT: PROPERTY AND INVENTORY AUDIT RESPONSE**
**SHERIDAN PARK ELEMENTARY SCHOOL**

The Property and Inventory Audit, Fiscal Year 2016-2017 for Sheridan Park Elementary School has been reviewed by the Office of School Performance & Accountability. The principal has been directed to take the following corrective measures, which will be closely monitored by this office.

- The cadre director will work with the principal to ensure the school inventory team will attend district-offered workshops regarding property and inventory. The school will provide written verification of the training to the Office of School Performance and Accountability once completed.

- The principal will work with the school inventory team to ensure that the proper paperwork is completed and appropriately reconciled for accuracy prior to the surplus or transfer of school equipment to another location.

- The principal will submit **quarterly** Property and Inventory audit report to the Office of School Performance & Accountability through the OSPA Central database. Additionally, all discrepancies will be reported in writing to Capital Assets and the Office of the Chief Auditor.

- The cadre director will work with the principal and monitor the school's process to ensure school compliance with policies and procedures for property and inventory during regularly scheduled school visits.

- The principal will review the Business Practice Bulletin O-100 Procedures for Property and Inventory Control to ensure compliance with all procedures. The Business Practice Bulletin will be discussed and reviewed with all members of the Property and Inventory Team to ensure the surplus of equipment is documented and all procedures followed.

- The principal will review the Property and Inventory report monthly to ensure items are removed. All discrepancies will be reported to Capital Assets on a monthly basis until the discrepancy is corrected.

- The outcome of this audit will be reflected in a conversation and summary memo to the principal as per the procedures for Progressive Discipline for Audit Exceptions.

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

VSW/SH:bjw

cc: Saemone Hollingsworth, Director, Office of School Performance and Accountability
Jacqueline Carro, Principal, Sheridan Hills Elementary School

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Sheridan Park Elementary
Jacqueline Carro, Principal
2310 N 70th Terrace, Hollywood, FL 33024
754-323-7350 (phone) 754-323-7390 (fax)
http://www.broward.k12.fl.us/sheridanparkel/



December 20, 2017

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

FROM: Jacqueline Carro
Principal, Sheridan Park Elementary School

**SUBJECT: REVISED RESPONSE TO FINAL AUDIT REPORT FROM MAY 2017**

The following is a response to the report from a Property and Inventory Audit that took place in May 2017. The items in question on the report were a result of clerical/procedural errors, and the items are not missing. The school will address the clerical/procedural errors to ensure accuracy of its property assets and of the surplus process as follows:

1. Designated members of the inventory team will attend the training titled "Inventory Process and Tips" when it becomes available in My Learning Plan.
2. The principal will review the Business Practice Bulletin O-100 with all members of the Inventory Team to include the process for surplussing equipment and the importance of accuracy on the 3290 forms.
3. The school will continue to do quarterly and semi-annual inventory checks using the document in OSPA Central.
4. After a surplus of equipment, the school's designee for property and inventory, in collaboration with administration, will pull a P&I report monthly for comparison to ensure items are removed in a timely manner. All discrepancies will be reported to Capital Assets on a monthly basis until the matter is corrected.

For additional clarification, the information below details the events from the date of the SMART bond pick up until the audit that took place in May of 2017 and beyond.

Sheridan Park Elementary had an annual Property and Inventory Audit, which concluded on May 7, 2017. During that audit, all paperwork requested by the auditor was provided. An exit meeting was conducted in the computer lab on May 7, 2017. At that time, there were 8 items that were listed as "missing." The principal submitted the response as to the location of those 8 items to the Office of the Chief Auditor on May 11, 2017. Documentation was provided for all 8 of those items. The principal was contacted by the auditor, as well as the Property Audit Manager, on three occasions during the summer of 2017 regarding three items: A kiln, a projector, and repeater. All requested paperwork, photos, etc. were provided to the Auditor's office in regards to those three items. Almost 6 months after the exit meeting with the auditor, the principal received a "Final Property Audit Report" on October 24, 2017. On that Final Report, 24 items were listed as "missing." At no time was the principal contacted regarding those 24 items prior to the final report. Of those 24 items, three were on the original missing report from the Auditor from May of

which the principal had sent a response. The remainder had previously been removed from Sheridan Park's Property and Inventory. Below is a detailed sequence of events and explanation of all 24 items on the Final report.

Sheridan Park Elementary had a SMART bond Surplus Pick up on December 15, 2015. There were 235 laptops and 21 desktop computers ready for pick up and a 3290 had been submitted on November 2, 2015 for those items. At the time of the pick up, the school had an additional 24 items for which a 3290a (ATTACHMENT A) was submitted for those items to the B-Stock CAB conference and via pony on December 8, 2015. The surplus facilitator present from Procurement and Warehouse Services stated that those could just be added to the pick up instead of waiting for another pick up. An email was sent from the surplus facilitator to the clerk at the Materials and Logistics on December 15, 2015 noting that the number of laptops had increased to 239 and the number of desktops had increased to 41, an increase in equipment of 24 items. The representative then hand wrote the new numbers on the B-stock transfer paperwork (ATTACHMENT B). The items were removed from campus on the day of the SMART pickup and are not "missing" as indicated on the final report. The two surplus packets, the original SMART pickup packet and the 3290s submitted on December 8, 2015, were combined at the time of the pick up, After the pick up, on December 15, 2015 the school received a report listing all of the items that were scanned out of the campus during the SMART bond pick up. Twenty-three (23) of the 24 items in question are on that scanned item report. They are not missing as they were removed during the SMART bond pick up process (ATTACHMENT C).

During the school's first quarterly inventory check in September of 2016, the school's micro-tech identified a large number of devices that had previously been surplussed, some with the SMART bond pick up and some from before, that were still on our P&I. She contacted the clerk at Accounting and Financial Reporting by phone and then via email regarding these devices with a list of the devices and the B-Stock ticket number associated with each one. (ATTACHMENT D) In December, while completing the school's quarterly inventory, it was noted that 18 items from the SMART bond pickup listed on the scanned asset list remained on the school's P&I. At that time, the principal contacted her director to let her know that there were concerns regarding the removal of items from the school's P&I from the SMART Bond Pick up and that the school had been trying to rectify the problem since September. The school contacted the representative from Procurement and Warehousing Services that was present the day of the pickup. The representative then sent an email to the clerk at Accounting and Financial Reporting requesting that the items be removed since they were on the scanned list and on a 3290 dated and submitted prior to the pickup, but was told this could not be done because although they were on the scanned list, there was not a 3290 for these items (ATTACHMENT E). The representative then created a new 3290 containing these 18 items and sent it to the school's micro-tech for signatures. Signatures were obtained and the representative created a B-stock transfer ticket for those 18 items that should have been removed from the school's inventory as a result of the SMART Bond pick up (ATTACHMENT F AND G). A detailed list of those items is below. Item numbers correspond with the list included in the Final Report.

The following items were a part of the SMART Bond Pick up and were listed on the Scanned items list completed at the time of pick up. They were also listed on a 3290 submitted to B-STOCK via the CAB conference on December 8, 2015. These items are not missing as they were picked up and scanned as evidenced by the Scanned Asset List generated during the pickup on December 15, 2015. The Scanned items list was also provided to the auditor as well as to the Office of the Chief Auditor with the May 11, 2017 response to the initial report.

| Item # | BPI | Serial Number | Description | Historical Cost |
|---|---|---|---|---|
| 1 | 08LA01668 | WQ8125KH0P1 | Apple Macbook 2.4 GHz | 2769.81 |
| 2 | 08LAO1657 | WQ8125HH0P1 | Apple Macbook 2.4 GHz | 2769.81 |
| 4 | 08-06883 | W873713VWRO | Apple Imac Intel | 1154.00 |
| 7 | 07-13533 | QP71109FWH5 | Apple Desktop Imac | 1085.00 |
| 8 | 07-05698 | 4H6387TCU9B | Apple Macbook 1.83 GHz | 1499.00 |
| 9 | 06-02628 | YM52018ZSCH | Apple Desktop Emac | 1295.00 |
| 10 | 06-02615 | YM52019ZSCH | Apple Desktop Emac | 1295.00 |
| 11 | 06-02608 | YM5200V2SCH | Apple Desktop Emac | 1295.00 |
| 12 | 06-02607 | YM5200V1SCH | Apple Desktop Emac | 1295.00 |
| 13 | 06-02604 | YM5200UJSCH | Apple Desktop Emac | 1295.00 |
| 15 | 05-44105 | G845140BRBE | Apple Desktop Emac | 1295.05 |
| 16 | 05-44104 | G84513Z8RBE | Apple Desktop Emac | 1295.05 |
| 17 | 05-22265 | G84232B2R93 | Apple Desktop Emac | 1100.00 |
| 19 | 05-22255 | G84232ALR93 | Apple Desktop Emac | 1100.00 |
| 20 | 05-22254 | G84232AJR93 | Apple Desktop Emac | 1100.00 |
| 21 | 05-22252 | G84232B7R93 | Apple Desktop Emac | 1100.00 |
| 22 | 05-22250 | G842329MR93 | Apple Desktop Emac | 1100.00 |
| 23 | 02-01178 | RN1174R3KLB | Computer, Mac Imac | 1583.86 |
| Total Historical Cost of Items NOT missing and on 3290 submitted on 12/8/15 and on Scanned Asset List from 12/15/15 pickup | | | | 25,426.58 |

The following items listed on the FINAL report were scanned and removed from Sheridan Park on December 15, 2015 without documentation on a 3290. They were, however, listed on the Scanned Asset List documenting the fact that they were removed from the building and are not missing. This is a procedural/clerical error that will be addressed at the school.

| Item # | BPI | Serial Number | Description | Historical Cost |
|---|---|---|---|---|
| 5 | R07-84176 | DFQCB1 | Dell, Desktop Optiplex | 1024.00 |
| 6 | R07-84175 | 6DS5CB1 | Dimension 1100/B110 | 1024.00 |
| 14 | 05-44106 | G84513ZPRBE | Apple Desktop Emac | 1295.05 |
| 18 | 05-22256 | G84232A4R92 | Computer, Apple Emac | 1100.30 |
| 24 | | G845140FRBE | Computer, Apple Emac | 998.95 |
| Total Historical Cost of Items NOT listed on a 3290 but not missing as they were on Scanned Asset List from the 12/15/15 pickup | | | | 5442.30 |

The following item is on the FINAL report as missing and is not listed on the Scanned Asset List from the SMART Bond Pick up.

| Item # | BPI Number | Serial Number | Item Description | Historical Value |
|---|---|---|---|---|
| 3 | 08-06893 | W87370U1WRQ4 | Apple Imac Intel—This item is listed on the 3290 that was sent to b-stock via the CAB Conference on 12/8/15 | 1154.00 |

Twenty-three (23) of the items listed on the FINAL report as "missing" were removed from Sheridan Park Elementary during the SMART Bond Surplus process as evidenced by the Scanned Asset List detailing every piece of equipment removed from Sheridan Park on December 15, 2015. At no time was there ever an attempt to create anything fictitious. The school had been inquiring and working with Capital Assets for five months to try to rectify the discrepancies as evidenced by the emails included in this packet. When the school had their audit in May of 2017, all of this information was disclosed to the auditor. She was provided with the scanned asset list, the 3290s and transfer tickets as well as the emails regarding these transactions. This was never mentioned in the exit meeting or in any conversations with the auditor or the Chief Auditor's Office prior to this final report. Additionally, on the exit report, the auditor indicated that all surplus paperwork was executed properly.

Sheridan Park respectfully requests that these 23 items be removed from the "missing list" as documentation has been provided to show that they were removed during the SMART Bond Surplus Pickup. The items in question were a result of clerical/procedural errors and are not missing.

If you have any questions, please feel free to contact me at 754-323-7350.

From: Harriet L. Clark December 8, 2015 12:43:27 PM

Subject:

To: B-Stock Surplus

Attachments: Sherdian Park 3290 .pdf / Adobe PDF document 513K

Please add these addition to Sheridan Park Elem.

Harriet Clark
Sheridan Park Elementary
754-323-7350
754-323-7390 (fax)



Sent to bstock
CAB conference
on 12-8-15
PRIOR to the
Surplus pick up.

2

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

___ OF 3 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 #: 1321
Location Name: Sheridan Park Elem.
Contact Name: Harriet Clark / Don Endorf
Phone #: (754) 323-7350

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 06-02608 | YM5200X2SCH | | APPLE,DESKTOP, EMAC G4 W/17" | | |
| 06-02615 | YM52019ZSCH | | APPLE,DESKTOP, EMAC G4 W/17" | | |
| 06-02628 | YM52018ZSCH | | APPLE,DESKTOP, EMAC G4 W/17" | | |
| 05-14104 | G84513Z8RBE | | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | | |
| 05-14106 | G84513ZPRBE | | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | | |
| 05-22254 | G84232AJR93 | | APPLE DESKTOP EMAC G4 W/17"FLAT CRT CD/R | | |
| 05-22252 | G84232B7R93 | | APPLE DESKTOP EMAC G4 W/17"FLAT CRT CD/R | | |
| 05-22265 | G84232B2R93 | | APPLE DESKTOP EMAC G4 W/17"FLAT CRT CD/R | | |
| 05-22255 | G84232ALR93 | | APPLE DESKTOP EMAC G4 W/17"FLAT CRT CD/R | | |
| 04-18462 | W84090EVPVK | | APPLE DESKTOP IMAC G4 W/15"FLAT PANEL CD | | |

Equipment Transfer / Surplus Approved by: _____ Date: 12 / 8 / 15 Released by: _____ Date: ___ / ___ / ___

Principal / Director (per Policy 3210) — Please Print Name / Title

Receipt of Transfer Acknowledged by: _____ Date: ___

Principal / Director (per Policy 3210)

Items Delivered by: _____ Date: ___

Form 7200A
Rev. 12/05

3

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



☑ *SURPLUS (Principal / Director authorization signature required)

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

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required ☑ YES ☐ NO

Issuing Location #: 1321
Location Name: Sheridan Park Elem
Contact Name: Harriet Clark / Don Endorf
Phone #: (754) 323-7350

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 02-01178 | RN1174R3KLB | | COMPUTER, MAC IMAC | | |
| 04-14038 | G840419LQLP | | APPLE,DESKTOP, EMAC G4 W/17" | | |
| 04-14040 | G84041BHQLP | | APPLE,DESKTOP, EMAC G4 W/17" | | |
| 07-05698 | 4H6387TCU9B | | APPLE, MACBOOK 1.83GHZ W CD-RW/DVD 13.3" | | |
| 07-13533 | QP71109FWH5 | | APPLE DESKTOP IMAC INTEL W/17" FLAT PANE | | |
| 08-06893 | W87370U1WRQ | | APPLE IMAC INTEL W/17" FLAT PANEL COMBO | | |
| 08LA01649 | WQ8125DT0P1 | | Apple MacBook 2.4 GHz, 2 GB RAM | | |
| 08LA01657 | WQ8125HH0P1 | | Apple MacBook 2.4 GHz, 2 GB RAM | | |
| 08LA01668 | WQ8125KH0P1 | | Apple MacBook 2.4 GHz, 2 GB RAM | | |
| | F3HG4Z1284F | | Epson Projector | | |

Equipment Transfer / Surplus Approved by: [illegible] Date: 2/3/15 Released by: Date: / /
Principal / Director (per Policy 3204) Please Print Name, Title

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

Items Delivered by: Date:
Please Print Name, Title

Form 32903
Rev. 07-08

4

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

3 OF 3 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 #: 1321
Location Name: Sheridan Park Elem.
Contact Name: Harriet Clark / Don Endof
Phone #: (954) 323-7350

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 08-06883 | W873713VWRQ | | APPLE IMAC INTEL W/17" FLAT PANEL COMBO | | |
| 05-22250 | G842329MR93 | | APPLE DESKTOP EMAC G4 W/17 FLAT CRT/CD-R | | |
| 05-44105 | G845140BRBE | | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | | |
| 06-02604 | YM5200UJSCH | | APPLE,DESKTOP, EMAC G4 W/17" | | |
| 06-02607 | YM5200V1SCH | | APPLE,DESKTOP, EMAC G4 W/17" | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Equipment Transfer / Surplus Approved by: [signature] Date: 12/8/15 Released by: _____ Date: __/__/__
Principal / Director (per Policy 5004) Please Print Name, Title

Receipt of Transfer Acknowledged by: _____ Date: __/__/__
Principal / Director (per Policy 5004)

Itemist Delivery: _____ Date: __/__/__
Please Print Name, Title

Form 5290A
Rev 6/08

Attachment B - 3 pages

From: "Kent M. Jerding" <kent.jerding@browardschools.com> 12/15/15 6:58:...

Subject: Sheridan Park EL T# 25148

To: celina.king@browardschools.com

Cc: **Harriet L. Clark**

Attachments: Attach0.html / Uploaded File 3K

Celina,

Sheridan Park EL has added some surplus to a transfer ticket# 25148. Can you change numbers in database from:

Laptops- from 235 to 239

IMAC/EMAC- from 21 to 41

Misc A/V- from 0 to 1

I will change on my forms so you will not have to reprint but, just want numbers to match in database. This school is scheduled for a direct pickup by vendor today 12/15.

Thank You,

Kent Jerding
Office:754-321-2880
SBBC Cell: 954-684-8406
Procurement & Warehousing Services
Broward County School District
kent.jerding@browardschools.com

2

# B-Stock Transfer

Date Created: 11/5/2015 Date Closed:

3

Transfer # **25148**

Number of 3290A Attachments: ~~28~~ 30 105

Cafeteria #

Number of Other Attachments: 1

Issuing Location **1321**
**Sheridan Park Elementary**
**2310 N 70th Terrace**
**Hollywood, FL 33024**
Phone/Fax: **(754)323-7350 / (754)323-7390**
Contact: **Harriet Clark**

Receiving Location **022T**
**A1 Assets Inc.**
**1100 Charles Street**
**Longwood, FL 32750**
Phone/Fax: **(407)339-7030 / (407)749-0787**
Contact: **A1 Assets Inc. 16-022T**

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 239 ~~235~~ | Laptop Computer-See Attached 3290A Forms | Inc |
| 2 | | | 41 ~~21~~ | IMAC/EMAC/PC Computers-See Attached 3290A Forms | Inc |
| 3 | | | 1 | Printers | Inc |
| 4 | | | 1 | TV | Inc |

COMPLETED
1/7/16

Requested By: **Harriet Clark**

Released By: [signature] Date: 12/15/15

Received By: [signature] Date: 12/15/15

Delivered By:

Originator: **Sammy Martinez**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Attachment C - 6 pages

1321

Sheridan Park Scanned Asset List

SCANNED BY KENT JERDING
ON 12/15/2015

| | | | | | | |
|---|---|---|---|---|---|---|
| 4H5356JXSEB | Apple | Laptop | box 1 | UV4471SRS87 | APPLE | Laptop |
| 4H53589ZSEB | Apple | Laptop | | UV4480Y3S87 | APPLE | Laptop |
| 4H5355HRSEB | Apple | Laptop | | UV4471T5S87 | APPLE | Laptop |
| 4H5355N2SEB | Apple | Laptop | | UV4471SWS87 | APPLE | Laptop |
| 4H532742SEB | Apple | Laptop | | 4H531C86SEB | APPLE | Laptop |
| 4H5324CZSEB | Apple | Laptop | | 4H5359C6SEB | APPLE | Laptop |
| 4H531J4VSEB | Apple | Laptop | | UV4471SYS87 | APPLE | Laptop |
| UV4504ZASCZ | Apple | Laptop | | UV45103BSCZ | APPLE | Laptop |
| 4H5329X1SEB | Apple | Laptop | | 4H5328E2SEB | APPLE | Laptop |
| 4H5328EUSEB | Apple | Laptop | | 4H50924XS87 | APPLE | Laptop |
| 4H5328QUSEB | Apple | Laptop | | 4H531CEESEB | APPLE | Laptop |
| UV451012SCZ | Apple | Laptop | Box 1 | UV4471SES87 | APPLE | Laptop |
| UV4267T2RAP | Apple | Laptop | Box 2 | 4H5356K2SEB | APPLE | Laptop |
| 4H531JT0SEB | Apple | Laptop | | 4H531HE0SEB | APPLE | Laptop |
| 4H53533MSEB | Apple | Laptop | | 4H5356C5SEB | APPLE | Laptop |
| 4H5352HHSEB | Apple | Laptop | | 4H531CDZSEB | APPLE | Laptop |
| 4H53534DSEB | Apple | Laptop | | 4H531J3USEB | APPLE | Laptop |
| 4H5352FWSEB | Apple | Laptop | | 4H5328XCSEB | APPLE | Laptop |
| 4H5329D4SEB | Apple | Laptop | | 4H5328P1SEB | APPLE | Laptop |
| 4H53247HSEB | Apple | Laptop | | 4H531C8XSEB | APPLE | Laptop |
| 4H531HRHSEB | Apple | Laptop | | 4H5329R4SEB | APPLE | Laptop |
| 4H5102DSW87 | Apple | Laptop | | UV4471SDS87 | APPLE | Laptop |
| 4H50924GS87 | Apple | Laptop | | UV4480LPS87 | APPLE | Laptop |
| 4H5102FPS87 | Apple | Laptop | Box 2 | UV4471T1S87 | APPLE | Laptop |
| 4H5328EDSEB | Apple | Laptop | Box 3 | 4H50921MS87 | APPLE | Laptop |
| 4H531DJXSEB | Apple | Laptop | | 4H50922PS87 | APPLE | Laptop |
| 4H531DV3SEB | Apple | Laptop | | 4H50921ZS87 | APPLE | Laptop |
| 4H531DWUSEB | Apple | Laptop | | 4H532AEASEB | APPLE | Laptop |
| 4H531KYZSEB | Apple | Laptop | | 4H5102F5S87 | APPLE | Laptop |
| 4H50921PS87 | Apple | Laptop | | 4H531HQPSEB | APPLE | Laptop |
| 4H50923MS87 | Apple | Laptop | | 4H5100MYS87 | APPLE | Laptop |
| 4H531J2HSEB | Apple | Laptop | | 4H5102EPS87 | APPLE | Laptop |
| 4H531DESSEB | Apple | Laptop | | 4H50922QS87 | APPLE | Laptop |
| 4H5352EBSEB | Apple | Laptop | | 4H5102GWS87 | APPLE | Laptop |
| 4H531BCNSEB | Apple | Laptop | | 4H5102F2S87 | APPLE | Laptop |
| 4H5353SFSEB | Apple | Laptop | Box 3 | 4H50924BS87 | APPLE | Laptop |
| UV45100ZSCZ | Apple | Laptop | Box 4 | 4H5328S0SEB | APPLE | Laptop |
| UV450086SCZ | Apple | Laptop | | UV4502YKSCZ | APPLE | Laptop |
| 4H535816SEB | Apple | Laptop | | 4H50924ZS87 | APPLE | Laptop |
| 4H531BJDSEB | Apple | Laptop | | 4H5102 | | |
| UV44716QS87 | Apple | Laptop | | UV4510 | | |
| UV4471SJS87 | Apple | Laptop | | UV4500 | | |
| UV4471SSS87 | Apple | Laptop | | 4H5357 | | |
| 4H5328UBSEB | Apple | Laptop | | 4H5102 | | |
| 4H5354B3SEB | Apple | Laptop | | 4H5353 | | |
| 4H531HTFSEB | Apple | Laptop | | 4H5352 | | |
| 4H531KN8SEB | Apple | Laptop | box 4 | 4H5356 | | |
| 4H5326A0SEB | Apple | Laptop | Box 8 | 4H50922 | | |

Scanned Asset list received on 12-17-15

2

| | | | | | | |
|---|---|---|---|---|---|---|
| 4H53256DSEB | Apple | Laptop | Box 9 | 4H5102HHS87 | APPLE | Laptop |
| UV45101ASCZ | Apple | Laptop | | | | |
| 4H5356V0SEB | Apple | Laptop | | | | |
| 4H531EQ9SEB | Apple | Laptop | | | | |
| 4H531KMJSEB | Apple | Laptop | | | | |
| 4H535375SEB | Apple | Laptop | | | | |
| UV4504X4SCZ | Apple | Laptop | | | | |
| UV45100TSCZ | Apple | Laptop | | | | |
| 4H5352C2SEB | Apple | Laptop | | | | |
| 4H531HUCSEB | Apple | Laptop | | | | |
| UV450083SCZ | Apple | Laptop | | | | |
| 4H531K3MSEB | Apple | Laptop | Box 9 | | | |
| 4H5326SDSEB | Apple | Laptop | Box 10 | | | |
| 4H50922KS87 | Apple | Laptop | | | | |
| UV45102RSCZ | Apple | Laptop | | | | |
| 4H5353EJSEB | Apple | Laptop | | | | |
| 4H531JTYSEB | Apple | Laptop | | | | |
| 4H531DKBSEB | Apple | Laptop | | | | |
| 4H531KYCSEB | Apple | Laptop | | | | |
| UV4267SFRAP | Apple | Laptop | | | | |
| 4H531KVPSEB | Apple | Laptop | | | | |
| UV4267SRRAP | Apple | Laptop | | | | |
| 4H5102HYS87 | Apple | Laptop | | | | |
| 4H5353A7SEB | Apple | Laptop | Box 10 | | | |
| 4H5353NZSEB | Apple | Laptop | Box 11 | | | |
| 4H5327PBSEB | Apple | Laptop | | | | |
| 4H5357XMSEB | Apple | Laptop | | | | |
| 4H53571BSEB | Apple | Laptop | | | | |
| 4H531BERSEB | Apple | Laptop | | | | |
| 4H532AJ1SEB | Apple | Laptop | | | | |
| 4H53590ESEB | Apple | Laptop | | | | |
| 4H531BP9SEB | Apple | Laptop | | | | |
| 4H5329MWSEB | Apple | Laptop | | | | |
| 4H531K9YSEB | Apple | Laptop | | | | |
| 4H5352AGSEB | Apple | Laptop | | | | |
| 4H531JTVSEB | Apple | Laptop | Box 11 | | | |
| 4H531KETSEB | Apple | Laptop | Box 12 | | | |
| UV451008SCZ | Apple | Laptop | | | | |
| 4H531DW3SEB | Apple | Laptop | | | | |
| UV447175S87 | Apple | Laptop | | | | |
| 4H531KQVSEB | Apple | Laptop | | | | |
| 4H5102HCS87 | Apple | Laptop | | | | |
| 4H531HAPSEB | Apple | Laptop | | | | |
| UV45102VSCZ | Apple | Laptop | | | | |
| UV451018SCZ | Apple | Laptop | | | | |
| 4H5328A5SEB | Apple | Laptop | Box 12 | | | |
| W84090FCPVK | APPLE | IMAC/EMAC/PC | G1 | | | |
| QT2202X0LF4 | APPLE | IMAC/EMAC/PC | | | | |

Sheridan Park Scanned Asset List

SCANNED BY KENT JERDING
ON 12/15/2015

3

| | | | |
|---|---|---|---|
| H9LNL81 | DELL | | |
| 5CLNL81 | DELL | | |
| 74LNL81 | DELL | | |
| F5LNL81 | DELL | | |
| BBLNL81 | DELL | | |
| J1C5V61 | DELL | | |
| 77LNL81 | DELL | | |
| 61C5V61 | DELL | | |
| C1LNL81 | DELL | | |
| 56LNL81 | DELL | | |
| J7LNL81 | DELL | | |
| B0LNL81 | DELL | LAPTOP | |
| 4H531KJXSEB | APPLE | LAPTOP | BOX 13 |
| 4H531HC3SEB | | | |
| UV45101FSCZ | | | |
| 4H531G6XSEB | | | |
| 4H531KP5SEB | | | |
| 4H5221R3S88 | | | |
| UV415B4XQHU | | | |
| 4H5221H4S88 | | | |
| 4H5221RKS88 | | | |
| 4H5221R9S88 | | | |
| 4H531C74SEB | | | |
| 4H5324Z9SEB | | | |
| 4H5355RJSEB | | | |
| 4H531HGUSEB | | | |
| 4H5221RLS88 | | | BOX 13 |
| 4H5221PGS88 | | | BOX 14 |
| 4H5221QKS88 | | | |
| 4H5221R8S88 | | | |
| 4H5221R6S88 | | | |
| 4H5221QDS88 | | | |
| 4H5210YHS88 | | | |
| 4H5221Q9S88 | | | |
| 4H5221RFS88 | | | |
| 4H5221RES88 | | | BOX 14 |
| 4H5327NPSEB | | | BOX 15 |
| 4H531KGZSEB | | | |
| 4H531K14SEB | | | |
| 4H532AF8SEB | | | |
| UV4504Z7SCZ | | | |
| UV451015SCZ | | | |
| 4H531JBZSEB | | | |
| 4H531JYFSEB | | | |
| 4H531GBESEB | | | |
| 4H531C6WSEB | | | |
| 4H5357RMSEB | | | |
| 4H5358PDSEB | | | BOX 15 |

4

| | | | | | |
|---|---|---|---|---|---|
| | G840419UQLP | APPLE | IMAC/EMAC/PC | | |
| | G84041AWQLP | APPLE | IMAC/EMAC/PC | | |
| | W84091XTPVK | APPLE | IMAC/EMAC/PC | | |
| | W84091WZPVK | APPLE | IMAC/EMAC/PC | | |
| | QT31218XP19 | APPLE | IMAC/EMAC/PC | | |
| | G840419LQLP | APPLE | IMAC/EMAC/PC | | |
| | G84041B7QLP | APPLE | IMAC/EMAC/PC | | |
| | G84041BHQLP | APPLE | IMAC/EMAC/PC | | |
| | QT31218XP19 | APPLE | IMAC/EMAC/PC | G11 | |
| | W84091XTPVK | APPLE | IMAC/EMAC/PC | G12 | |
| | W84041B7QLP | APPLE | IMAC/EMAC/PC | G13 | |
| | QT2202X0LF4 | APPLE | IMAC/EMAC/PC | G14 | |
| | W84090FCPVK | APPLE | IMAC/EMAC/PC | G15 | |
| | G840419LQLP | APPLE | IMAC/EMAC/PC | G16 | |
| | W84091WZPVK | APPLE | IMAC/EMAC/PC | G17 | |
| | G84041BHQLP | APPLE | IMAC/EMAC/PC | G18 | |
| | G84041AWQLP | APPLE | IMAC/EMAC/PC | G19 | |
| | G840419UQLP | APPLE | IMAC/EMAC/PC | G20 | |
| | W84090EVPVK | APPLE | IMAC/EMAC/PC | G21 | |
| | W840929QPVK | APPLE | IMAC/EMAC/PC | G22 | |
| | 4H5328A5SEB | APPLE | LAPTOP | G23 | |
| | 4H5221RTS88 | APPLE | LAPTOP | G24 | |
| | QT2370QVLP4 | APPLE | LAPTOP | G1 | 03-09309 |
| -21 | G84232B7R93 | APPLE | IMAC/EMAC/PC | CART1 | 05-22252 on 12/8/15 3290 |
| 20 | G84232AJR93 | APPLE | IMAC/EMAC/PC | | 05-22254 on 12/8/15 3290 |
| 9 | YM52018ZSCH | APPLE | IMAC/EMAC/PC | | 06-02628 on 12/8/15 3290 |
| 16 | G84513Z8RBE — | APPLE | IMAC/EMAC/PC | | 05-44104 on 12/8/15 3290 |
| 19 | G84232ALR93 | APPLE | IMAC/EMAC/PC | | 05-22255 on 12/8/15 3290 |
| 14 | G84513ZPRBE | APPLE | IMAC/EMAC/PC | CART1 | 05-44106 on 12/8/15 3290 |
| 11 | YM5200V2SCH | APPLE | IMAC/EMAC/PC | CART 2 | 06-02608 on 12/8/15 3290 |
| 17 | G84232B2R93 | APPLE | IMAC/EMAC/PC | | 05-22265 on 12/8/15 3290 |
| 24 | G845140FRBE | APPLE | IMAC/EMAC/PC | | |
| 10 | YM52019ZSCH | APPLE | IMAC/EMAC/PC | CART 2 | 06-02615 on 12/8/15 3290 |
| | W842043GQHY | APPLE | Laptop | CART3 | |
| | F6LNL81 | DELL | Laptop | | |
| | JCLNL81 | DELL | Laptop | | |
| | D4LNL81 | DELL | Laptop | | |
| | 14LNL81 | DELL | Laptop | | |
| | 45LNL81 | DELL | Laptop | | |
| | 53LNL81 | DELL | Laptop | | |
| | F3HG4Z1284F | EPSON | PROJECTOR | | |
| | 69LNL81 | DELL | LAPTOP | | |
| | 95VVQB1 | DELL | LAPTOP | | |
| | 94VVQB1 | DELL | LAPTOP | | |
| | 72C5V61 | DELL | | | |
| — | 11C5V61 | DELL | | | |
| | 63C5V61 | DELL | | | |
| | DDLNL81 | DELL | | | |

5

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|---|---|---|---|---|
| UV4471SBS87 | | | BOX 16 | |
| UV4471X1S87 | | | | |
| UV4471S9S87 | | | | |
| UV4471T2S87 | | | | |
| UV4471S2S87 | | | | |
| UV4460HHS87 | | | | |
| UV4471WWS87 | | | | |
| UV4460GTS87 | | | | |
| UV4471S8S87 | | | | |
| 4H531KFJSEB | | | | |
| UV4460FZS87 | | | | |
| UV4471SMS87 | | | BOX 16 | |
| 4H5102G9S87 | | | BOX 17 | |
| 4H5357SVSEB | | | | |
| 4H5356LJSEB | | | | |
| 4H5357CJSEB | | | | |
| 4H531GJQSEB | | | | |
| 4H5356EASEB | | | | |
| 4H535974SEB | | | | |
| 4H532733SEB | | | | |
| 4H531C66SEB | | | | |
| UV4471SKS87 | | | | |
| 4H531HNGSEB | | | | |
| 4H531HGCSEB | | | BOX 17 | |
| 15 DDFQCB1 | DELL | IMAC/EMAC/PC | CART 4 | R07-84176 |
| 16 6DS5CB1 | DELL | IMAC/EMAC/PC | | R07-84175 |
| W84090EVPVK | APPLE | IMAC/EMAC/PC | | |
| 18 G84232A4R93 | APPLE | IMAC/EMAC/PC | | 05-22256 |
| QP42500JQV5 | APPLE | IMAC/EMAC/PC | CART 4 | |

| | |
|---|---|
| QTY. 1 | TV |
| QTY. 2 | OVERHEAD |
| QTY.2 | MONITOR |
| QTY.1 | PRINTER |

ADDITIONAL

| | | | | | BPI | |
|---|---|---|---|---|---|---|
| 22 | G842329MR93 | APPLE | DESKTOP | Not on 3290a | 05-22250 | 05-22250 |
| 12 | YM5200V1SCH | APPLE | DESKTOP | Not on 3290a | 06-02607 | 06-02607 |
| 13 | YM5200UJSCH | APPLE | DESKTOP | Not on 3290a | 06-02604 | 06-02604 |

All on 3290
dated 12/8/15

1321

Sheridan Park Scanned Asset List

SCANNED BY KENT JERDING
ON 12/15/2015

6

| | | | | | | |
|---|---|---|---|---|---|---|
| 8 | 4H6387TCU9B | APPLE | MACBOOK | Not on 3290a | N/A | 07-09698 * |
| | WQ8125DT0P1 | APPLE | MACBOOK | Not on 3290a | 08LA01649 | |
| 2 | WQ8125HH0P1 | APPLE | MACBOOK | Not on 3290a | 08LA01657 | 08LA01657 * |
| 1 | WQ8125KH0P1 | APPLE | MACBOOK | Not on 3290a | 08LA01668 | 08LA01668 * |
| 4 | W873713VWRQ | APPLE | DESKTOP | Not on 3290a | N/A | 08-06883 * |
| 7 | QP71109FWH5 | APPLE | DESKTOP | Not on 3290a | 07-13533 | 07-13533 * |
| 23 | RN1174R3KLB | APPLE | DESKTOP | Not on 3290a | 02-01178 | 02-01178 * |
| 15 | G845140BRBE | APPLE | DESKTOP | Not on 3290a | 05-44105 | 05-44105 * |

* All on 12/8/15 3290

From: **Harriet L. Clark** September 23, 2016 12:44:56 PM

Subject: PNI Inventory

To: Anthony E. Simon

Attachments: document2016-09-23-080248.pdf / Adobe Acrobat Document 1.2M

Anthony, this in reference to our conversation that took place today with myself and my assistant principal, Miss Suarez, regarding documents that you requested. Let me know if I can be of any further assistance.

Harriet Clark
Sheridan Park Elementary
754-323-7350
754-323-7390 (fax)



9-23-16
Attempt to
rectify errors
on P+I

Run on 9/22

2

| EquipmentNumber | Description | Condition | Class | Voucher Number | Acquire Date | Amount |
|---|---|---|---|---|---|---|
| 00-06430 | MACHINE, LAMINATOR 25" TABLE TOP 1" CORE | G | 046 | 724329 | 04/10/2000 | 1,295.00 |
| 01-06090 | LAMINATOR 25" TABLE TOP 1" CORE | T | 046 | 762656 | 09/26/2000 | 1,295.00 |
| 01-09916 | LAMINATOR, 25" TABLE TOP 1" CORE | G | 046 | 792690 | 10/23/2000 | 1,295.00 |
| 02-01178 | COMPUTER, MAC IMAC | G | 044 | 861378 | 07/19/2001 | 1,583.86 |
| 02-17666 | PRINTER, LEXMARK T622DN | T | 044 | 968127 | 06/11/2002 | 3,431.00 |
| 02-17668 | PRINTER, LEXMARK T520N | T | 044 | 968127 | 06/11/2002 | 1,258.00 |
| 03-14429 | PRINTER, LEXMARK T520N | T | 044 | 019912 | 01/22/2003 | 1,234.00 |
| 03-20878 | PRINTER, LEXMARK T630 | T | 044 | 049486 | 05/27/2003 | 1,208.00 |
| 04-04748 | BURNISHER, FLOOR PROPANE POWER 27" CLARK | T | 014 | 071422 | 09/05/2003 | 4,064.55 |
| 04-06512 | SCRUBBER, FLOOR BATTERY OPER. TENN. 5680 | T | 014 | 078153 | 10/03/2003 | 7,400.00 |
| 04-13791 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 110617 | 02/19/2004 | 1,208.00 |
| 04-13792 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 110617 | 02/19/2004 | 1,208.00 |
| 04-13793 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 110617 | 02/19/2004 | 1,208.00 |
| 04-13794 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 110617 | 02/19/2004 | 1,208.00 |
| 04-13795 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 110617 | 02/19/2004 | 1,208.00 |
| 04-13796 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 110617 | 02/19/2004 | 1,208.00 |
| 04-17527 | PRINTER LEXMARK T630N B/W LASER | T | 044 | 134099 | 05/13/2004 | 1,208.00 |
| 05-22248 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22249 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22250 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22251 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22252 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22253 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22254 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22255 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22260 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22261 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22262 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-22265 | APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R | T | 044 | 152861 | 06/30/2004 | 1,100.30 |
| 05-38912 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 015678 | 11/30/2004 | 1,208.00 |
| 05-38913 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 015678 | 11/30/2004 | 1,208.00 |
| 05-38915 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 015678 | 11/30/2004 | 1,208.00 |
| 05-43097 | HHP IMAGE TEAM 3875 SCANNER KIT | T | 046 | 028219 | 01/28/2005 | 1,365.00 |

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|---|---|---|---|---|---|---|
| 05-44102 | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | T | 044 | 029276 | 02/09/2005 | 1,295.05 |
| 05-44104 | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | T | 044 | 029276 | 02/09/2005 | 1,295.05 |
| 05-44105 | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | T | 044 | 029276 | 02/09/2005 | 1,295.05 |
| 05-44106 | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | T | 044 | 029276 | 02/09/2005 | 1,295.05 |
| 05-44107 | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | T | 044 | 029276 | 02/09/2005 | 1,295.05 |
| 05-44108 | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | T | 044 | 029276 | 02/09/2005 | 1,295.05 |
| 05-44110 | APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C | T | 044 | 029276 | 02/09/2005 | 1,295.05 |
| 05-47450 | PRINTER LEXMARK T630N B/W LASER | T | 044 | 037595 | 02/24/2005 | 1,208.00 |
| 05-47451 | PRINTER LEXMARK T630N B/W LASER | T | 044 | 037595 | 02/24/2005 | 1,394.00 |
| 05-48875 | PROJECTOR CLASSROOM/CART,LOW END, EPSON | T | 056 | 041097 | 03/08/2005 | 1,154.23 |
| 05-50004 | PRINTER, LEXMARK T630 | T | 044 | 048625 | 04/14/2005 | 1,208.00 |
| 05-50005 | PRINTER, LEXMARK T630 | T | 044 | 048625 | 04/14/2005 | 1,208.00 |
| 05-50006 | PRINTER, LEXMARK T630 | T | 044 | 048625 | 04/14/2005 | 1,208.00 |
| 05-50007 | PRINTER, LEXMARK T630 | T | 044 | 048625 | 04/14/2005 | 1,208.00 |
| 05-50008 | PRINTER, LEXMARK T630 | T | 044 | 048625 | 04/14/2005 | 1,208.00 |
| 05-50009 | PRINTER, LEXMARK T630 | T | 044 | 048625 | 04/14/2005 | 1,208.00 |
| 05-52658 | APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- | T | 044 | 070434 | 05/17/2005 | 1,295.00 |
| 05-52660 | APPLE DESKTOP IMAC G5 20" FLAT PANEL/1.8 | T | 044 | 070434 | 05/17/2005 | 2,373.00 |
| 05-52661 | APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- | T | 044 | 070434 | 05/17/2005 | 1,295.00 |
| 05-52662 | APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- | T | 044 | 070434 | 05/17/2005 | 1,295.00 |
| 05-52663 | APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- | T | 044 | 070434 | 05/17/2005 | 1,295.00 |
| 05-52665 | APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- | T | 044 | 070434 | 05/17/2005 | 1,295.00 |
| 05-52666 | APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD- | T | 044 | 070434 | 05/17/2005 | 1,295.00 |
| 05-53448 | TANDBERG 990 MXP SET | T | 046 | 076504 | 06/02/2005 | 13,400.00 |
| 05-54678 | IBM SERVER X236, INTEL XEON 2.8 GHZ | T | 044 | 082755 | 06/20/2005 | 12,048.17 |
| 05-81100 | LEXMARK T630N B/W LASER | T | 044 | PC-3 | 07/20/2004 | 1,394.00 |
| 05-81491 | SYSTEM, TIME KRONOS | T | 046 | 002849 | 10/26/2004 | 2,197.00 |
| 06-02604 | APPLE,DESKTOP, EMAC G4 W/17" | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02607 | APPLE,DESKTOP, EMAC G4 W/17' | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02608 | APPLE,DESKTOP, EMAC G4 W/17" | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02609 | APPLE,DESKTOP, EMAC G4 W/17' | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02610 | APPLE,DESKTOP, EMAC G4 W/17' | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02611 | APPLE,DESKTOP, EMAC G4 W/17' | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02615 | APPLE,DESKTOP, EMAC G4 W/17' | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02617 | APPLE,DESKTOP, EMAC G4 W/17' | T | 044 | 095293 | 08/16/2005 | 1,295.00 |

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|---|---|---|---|---|---|---|
| 06-02618 | APPLE,DESKTOP, EMAC G4 W/17' | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02621 | APPLE, DESKTOP EMAC G4 W/17" FLAT MONITO | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02628 | APPLE,DESKTOP, EMAC G4 W/17' | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02630 | APPLE,DESKTOP, EMAC G4 W/17' | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 06-02632 | APPLE,DESKTOP, EMAC G4 W/17" | T | 044 | 095293 | 08/16/2005 | 1,295.00 |
| 07-05698 | APPLE, MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 206948 | 12/07/2006 | 1,499.00 |
| 07-13008 | SCRUBBER, FLOOR SABER CUTTER BATT OPERAT | T | 014 | 244070 | 05/21/2007 | 5,784.00 |
| 07-13530 | APPLE DESKTOP IMAC INTEL W/17" FLAT PANE | T | 044 | 245662 | 06/01/2007 | 1,085.00 |
| 07-13533 | APPLE DESKTOP IMAC INTEL W/17" FLAT PANE | T | 044 | 245662 | 06/01/2007 | 1,085.00 |
| 07-13535 | FAST-TRAK,WAX APPLICATOR | T | 014 | 246286 | 05/31/2007 | 2,283.00 |
| 07-27334 | BURNISHER, WINDSOR LIGHTNING 2000 HI-SPE | T | 014 | 253389 | 06/28/2007 | 1,212.50 |
| 07-34952 | GENIE AWP 30 W/FIBER GLASS BUCKET | T | 018 | 256549 | 07/30/2007 | 7,540.00 |
| 08-00817 | REPEATER, MOTOROLA | T | 046 | 260102 | 08/20/2007 | 2,601.10 |
| 08-04358 | BURNISHER, FLOOR EAGLE SOLUTIONS PROPANE | T | 014 | 272178 | 10/11/2007 | 2,762.50 |
| 08-05128 | APPLE IMAC INTEL W/17" FLAT PANEL/COMBO | T | 044 | 274342 | 10/29/2007 | 1,154.00 |
| 08-05129 | APPLE IMAC INTEL W/17" FLAT PANEL/COMBO | T | 044 | 274342 | 10/29/2007 | 1,154.00 |
| 08-05131 | APPLE IMAC INTEL W/17" FLAT PANEL/COMBO | T | 044 | 274342 | 10/29/2007 | 1,154.00 |
| 08-06883 | APPLE IMAC INTEL W/17" FLAT PANEL/COMBO | T | 044 | 000881 | 12/18/2007 | 1,154.00 |
| 08-06893 | APPLE IMAC INTEL W/17" FLAT PANEL/COMBO | T | 044 | 000881 | 12/18/2007 | 1,154.00 |
| 08-07614 | PRINTER LEXMARK T640N B/W LASER | T | 044 | 001124 | 01/02/2008 | 1,198.00 |
| 08-07615 | PRINTER LEXMARK T640N B/W LASER | T | 044 | 001124 | 01/02/2008 | 1,198.00 |
| 08-07616 | PRINTER LEXMARK T640N B/W LASER | T | 044 | 001124 | 01/02/2008 | 1,198.00 |
| 08-07617 | PRINTER LEXMARK T640N B/W LASER | T | 044 | 001124 | 01/02/2008 | 1,198.00 |
| 08-07618 | PRINTER LEXMARK T640N B/W LASER | T | 044 | 001124 | 01/02/2008 | 1,198.00 |
| 08-07619 | PRINTER LEXMARK T640N B/W LASER | T | 044 | 001124 | 01/02/2008 | 1,198.00 |
| 08-07620 | PRINTER LEXMARK T640N B/W LASER | T | 044 | 001124 | 01/02/2008 | 1,198.00 |
| 08-07621 | PRINTER LEXMARK T640N B/W LASER | T | 044 | 001124 | 01/02/2008 | 1,198.00 |
| 08-07622 | PRINTER LEXMARK T640N B/W LASER | T | 044 | 001124 | 01/02/2008 | 1,198.00 |
| 08-07623 | PRINTER LEXMARK T640N B/W LASER | T | 044 | 001124 | 01/02/2008 | 1,198.00 |
| 08-08224 | APPLE MACBOOK PRO 2.4GHZ WITH 17" DISPL | T | 044 | 008465 | 03/26/2008 | 3,299.00 |
| 08-09577 | DYNACORD PORTABLE SOUNDSYSTEM | T | 011 | 019867 | 06/05/2008 | 8,070.15 |
| 08-10103 | 2.4GHZ ACTIVOTES-INCLUDES 32 | T | 011 | 028088 | 01/16/2008 | 1,595.00 |
| 08-10104 | 2.4GHZ ACTIVOTES-INCLUDES 32 | T | 011 | 028088 | 01/16/2008 | 1,595.00 |
| 08-10105 | 2.4GHZ ACTIVOTES-INCLUDES 32 | T | 011 | 028088 | 01/16/2008 | 1,595.00 |
| 08-10928 | APPLE MACBOOK 2.16GHZ W/DVD+ RW/CD-RW | T | 044 | 001750 | 01/14/2008 | 1,716.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 08-10965 | DELL LAPTOP D630, W/DVD-RW/14.1" DISPLAY | T | 044 | 001121 | 01/02/2008 | 1,458.00 |
| 08-11495 | PIANO, UPRIGHT KAWAI | T | 040 | 015481 | 05/15/2008 | 4,796.82 |
| 08-11496 | PIANO, UPRIGHT KAWAI | T | 040 | 015481 | 05/15/2008 | 4,796.82 |
| 08-11497 | FLIPFORMS, 1801002 (SET OF 4) | T | 011 | 009204 | 04/07/2008 | 2,472.24 |
| 08-11498 | CABINET, PERCUSSION PEBBLE WENGER | T | 001 | 009204 | 04/07/2008 | 1,467.89 |
| 08-11499 | CHORAL FOLIO 100 OYSTER W/PEBBLE DOORS | T | 040 | 009204 | 04/07/2008 | 2,673.41 |
| 09-00932 | DELL WS3400 W/20" FLAT PANEL | T | 044 | 025254 | 07/21/2008 | 1,506.00 |
| 09-02794 | APPLE NOTEBOOK 2.6 GHZ W/DVD+RW/CD/RW | T | 044 | 031533 | 08/13/2008 | 1,706.00 |
| 09-02795 | CART, MEDIA SPECIALIST | T | 044 | 030798 | 08/13/2008 | 3,131.02 |
| 09-81720 | DEFRIBRILATOR, AED MACHINE | T | 083 | 078907 | 04/14/2009 | 1,095.00 |
| 10-04037 | APPLE MACBOOK PRO 2.4 GHZ 15" DISPLAY | T | 044 | 140216 | 03/16/2010 | 2,081.00 |
| 10-04076 | WHITEBOARD, INTERACTIVE SMART BOARD SB68 | T | 011 | 141414 | 03/22/2010 | 1,012.00 |
| 11-03109 | Cisco WAVE 574 Proxy Server | T | 044 | 206107 | 03/17/2011 | 6,146.85 |
| 12-00797 | BRETFORD MOBILITY CART | T | 044 | 245530 | 09/21/2011 | 1,459.58 |
| 12-02008 | APPLE MACBOOK 2.26GHZ W/ DVD+R 13.3" DIS | T | 044 | 263153 | 12/05/2011 | 1,320.55 |
| 12-02009 | APPLE MACBOOK 2.26GHZ W/ DVD+R 13.3" DIS | T | 044 | 263154 | 12/05/2011 | 1,320.55 |
| 12-03502 | APPLE IMAC INTEL W/21.5" LED WIDESCRN | T | 044 | 288269 | 04/16/2012 | 1,195.28 |
| 12-04254 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 297180 | 05/23/2012 | 1,511.75 |
| 12-04255 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 297181 | 05/23/2012 | 1,511.75 |
| 13-01283 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 321636 | 09/25/2012 | 1,307.85 |
| 13-01284 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 321639 | 09/25/2012 | 1,307.85 |
| 13-01918 | ST230i SMART Table Interactive Lng Tble | T | 011 | 338220 | 11/30/2012 | 4,800.00 |
| 13-02288 | STRIPPER, FLOOR & PROPANE ECLIPSE | T | 014 | 339490 | 12/06/2012 | 6,496.45 |
| 13-04221 | PROMETHEAN ACTIVBOARD SYSTEM 178 | T | 011 | 368617 | 04/09/2013 | 1,887.00 |
| 13-04222 | PROMETHEAN ACTIVBOARD SYSTEM 178 | T | 011 | 368617 | 04/09/2013 | 1,887.00 |
| 13-04223 | PROMETHEAN ACTIVBOARD SYSTEM 178 | T | 011 | 368617 | 04/09/2013 | 1,887.00 |
| 13-04224 | PROMETHEAN ACTIVBOARD SYSTEM 178 | T | 011 | 368617 | 04/09/2013 | 1,887.00 |
| 13-04225 | APPLE AIRBOOK 1.7GHZ 11.6" DSPLY-128 GB | T | 044 | 372120 | 04/24/2013 | 1,469.00 |
| 13-05107 | CART, SAFEHARBOR 30 CAPACITY NOTEBOOK | T | 044 | 383397 | 06/04/2013 | 1,450.00 |
| 14-02372 | APPLE IMAC INTEL W/215" LED-BACKLIT GLS | T | 044 | 419720 | 11/07/2013 | 1,269.00 |
| 14-03189 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 427513 | 12/06/2013 | 1,359.00 |
| 14-03190 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 427514 | 12/06/2013 | 1,359.00 |
| 14-03191 | APPLE MACBOOK PRO 15"- 23GHZ DISPLAY | T | 044 | 427515 | 12/06/2013 | 1,999.00 |
| 14-03898 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLAY | T | 044 | 439886 | 02/06/2014 | 1,359.00 |
| 14-03899 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLAY | T | 044 | 439888 | 02/06/2014 | 1,359.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 14-03900 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLAY | T | 044 | 439889 | 02/06/2014 | 1,359.00 |
| 14-03907 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLAY | T | 044 | 439920 | 02/06/2014 | 1,359.00 |
| 14-05975 | LAPTOP CART - BLACK BOX CART 30 UNIT | T | 044 | 470843 | 06/04/2014 | 1,339.00 |
| 14-06589 | LAPTOP CART - BLACK BOX CART 30 UNIT | T | 044 | 476756 | 06/30/2014 | 1,339.00 |
| 15-02531 | PRINTER, LEXMARK MX710DE B/W LASER/FAX/C | T | 044 | 505123 | 10/30/2014 | 3,096.00 |
| 15-03963 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 528514 | 03/11/2015 | 1,339.00 |
| 16-01006 | PRINTER LEXMARK C792DE COLOR LASER | T | 044 | 564934 | 09/21/2015 | 1,297.00 |
| 16-02149 | NOVA CHAT 8 | T | 011 | 593328 | 01/26/2016 | 3,595.50 |
| 16-03147 | NOVA CHAT 8 | T | 011 | 605371 | 03/30/2016 | 4,340.10 |
| 16-03466 | SERVER, POWEREDGE R220 | T | 044 | 605918 | 03/31/2016 | 1,628.93 |
| 16-03822 | EPSON PROJECTOR | T | 056 | 616914 | 05/25/2016 | 1,390.00 |
| 16-04049 | EPSON PROJECTOR | T | 056 | 621793 | 06/15/2016 | 1,210.00 |
| 85-12851 | SET, LETTERING MACHINE ELLISON (1321) | G | 010 | 00607 | 03/19/1985 | 1,533.06 |
| 87-30979 | KILN, CERAMIC OLYMPIC 2327 (1321) | G | 010 | 62319 | 09/09/1986 | 1,049.13 |
| 94-28063 | TELEVISION,ZENITH, REAR PROJECTION 45-46 | G | 060 | 199589 | 04/15/1994 | 1,775.00 |
| 94-40577 | MACHINE POSTER MAKER VARITRONICS | G | 046 | NONE | 01/01/1994 | 3,795.00 |
| 99-05183 | SCRUBBER CARPET, EXTRACTOR, WINDSOR COMM | G | 014 | 640472 | 05/17/1999 | 3,678.66 |
| A06-84737 | DELL STAR COMPUTER SYSTEM | T | 044 | NF-3 | 05/11/2006 | 2,863.30 |
| A06-84995 | NO TOUCH RESTROOM CLEANING | T | 014 | NF-3 | 12/31/2005 | 2,100.00 |
| A10-82013 | PROMETHEAN BOARD | T | 011 | 136954 | 03/02/2010 | 1,039.00 |
| A10-82014 | PROMETHEAN BOARD | T | 011 | 136954 | 03/02/2010 | 1,039.00 |
| A10-82015 | PROMETHEAN BOARD | T | 011 | 136954 | 03/02/2010 | 1,039.00 |
| A11-81553 | IBM KIDSMART COMPUTER SYSTEM | T | 044 | PC-3 | 09/01/2010 | 2,599.99 |
| R07-84175 | DIMENSION 1100/B110 COMPUTER | T | 044 | NF-3 | 07/16/2006 | 1,024.00 |
| R07-84176 | DELL, DESKTOP OPTIPLEX | T | 044 | NF-3 | 07/19/2006 | 1,024.00 |
| R13-81302 | MIMIOVOTE STUDENT RESPONSE | T | 011 | NF-3 | 03/12/2013 | 1,299.00 |
| R13-81303 | MIMIOVOTE STUDENT RESPONSE | T | 011 | NF-3 | 03/12/2013 | 1,299.00 |
| R13-81304 | MIMIOVOTE STUDENT RESPONSE | T | 011 | NF-3 | 03/12/2013 | 1,299.00 |
| S16006652 | LENOVO THINKPAD YOGA 12 | T | 044 | 569029 | 10/06/2015 | 1,074.00 |
| S16006653 | LENOVO THINKPAD YOGA 12 | T | 044 | 569029 | 10/06/2015 | 1,074.00 |
| S16006654 | LENOVO THINKPAD YOGA 12 | T | 044 | 569029 | 10/06/2015 | 1,074.00 |
| S16006655 | LENOVO THINKPAD YOGA 12 | T | 044 | 569029 | 10/06/2015 | 1,074.00 |
| S16006656 | LENOVO THINKPAD YOGA 12 | T | 044 | 569029 | 10/06/2015 | 1,074.00 |
| S16006657 | LENOVO THINKPAD YOGA 12 | T | 044 | 569029 | 10/06/2015 | 1,074.00 |
| S16006658 | LENOVO THINKPAD YOGA 12 | T | 044 | 569120 | 10/06/2015 | 1,074.00 |

Reply all | Delete Junk |

# Sheridan Park EL SMART Surplus Question

Kent M. Jerding
Today, 8:59 AM
Anthony E. Simon; Jacqueline R. Carro; Harriet L. Clark

Reply all |

Inbox

document2017-01-12-0...
464 KB

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Action Items

Good Morning Anthony,
I have attached B-Stock transfer ticket# 25148, completed on 12/15/2015. There are 14 devices still showing on Sheridan Park EL/ 1321 inventory. Also attached is the list of devices, and the 3290A forms associated with these devices that were removed on 12/15/2015. Can you look into this for me, and let me know if we need to do anything or if this can be taken care of with these documents?
Thank You!

**Kent Jerding**
Surplus Facilitator
Procurement & Warehousing Services

P: 754-321-2880 C: 954-684-8406
Kent.jerding@browardschools.com

BROWARD County Public Schools **Educating Today's Students to Succeed in Tomorrow's World**

**OFFICE OF THE CHIEF STRATEGY & OPERATIONS OFFICER**

**MAURICE L. WOODS**
**CHIEF STRATEGY & OPERATIONS OFFICER**

November 8, 2017

TO: Patrick Reilly
Chief Auditor

FROM: Maurice L. Woods MW
Chief Strategy & Operations Officer

SUBJECT: **AUDIT REPORT ON PROPERTY INVENTORY – FISCAL YEAR 2017/18**

I reviewed the attached memorandum *Audit Response with Corrective Action Plan 2017/18 Sheridan Park Elementary (B-Stock)* from Director Mary Coker, Procurement & Warehousing Services Department. I approve Ms. Coker's continuous improvements to amend the internal controls of documentation within the warehouse as well as the process of receiving and accounting for surplus equipment. Please contact me if you require additional information.

MLW:dsc
Attachment

c: Mary Coker, Director, Procurement & Warehousing Services Department

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

**MARY CATHERINE COKER, DIRECTOR**
**PROCUREMENT & WAREHOUSING SERVICES**

November 7, 2017

TO: Maurice Woods
Chief Strategy and Operations Officer

FROM: Mary Coker
Director, Procurement & Warehousing Services

SUBJECT: Audit Response with Corrective Action Plan
2017-2018 Sheridan Park Elementary (B-Stock)

In this memo Procurement & Warehousing Services (PWS) will respond to the Audit Report on Sheridan Park Elementary 1321.

**FINDING:** As a result of the property and inventory audit conducted at Sheridan Park Elementary School, it was determined that some controls over inventory and fixed assets were not in compliance with the District's policies and procedures.

A review of all property and inventory was performed. Of the 650 assets recorded at the school, 24 items were unaccounted for. The majority of the unaccounted for equipment was removed from the District's Master File database after a fictitious B-Stock Transfer Ticket was created by the Warehousing Services Department upon request by the Surplus Furniture Facilitator (SFF) who had been appointed to oversee the SMART surplus pickup process (see Exhibit A- Ticket No. 27571). Sheridan Park Elementary's original SMART surplus pickup occurred on December 15, 2015. More than a year later on January 12, 2017, the SFF, after being contacted by the Inventory Liaison at the school, submitted a request to Accounting and Financial Reporting – Capital Assets Department (AFRD-CA) to have additional equipment removed using the same B-Stock Transfer Ticket that was issued the prior year (see Exhibit B). AFRD-CA did not accept the newly presented surplus forms because they were not included in the original SMART surplus packet that was forwarded to the department the prior year by the SFF (see Exhibit C). On January 13, 2017, the SFF requested a new B-Stock Transfer Ticket using Sheridan Park Elementary as the "Issuing Location." The fabricated B-Stock Transfer Ticket was provided to the school and the school then created new 3290A Surplus Declaration Transfer Forms. The newly created packet including the B-Stock Transfer Ticket and 3290A Surplus Declaration Transfer Forms were submitted to AFRD-CA as if an actual pickup occurred on January 13, 2017 (see Exhibit A). The pickup was confirmed to be fictitious when the Property and Inventory Audit Manager contacted A-1 Assets, the

District's recycling vendor, to verify if both pickups took place (see Exhibit D). A- 1 Assets confirmed that only the December 15, 2015, SMART Surplus pickup took place at Sheridan Park Elementary. In addition, the Property and Inventory Audit Manager

requested that the Warehousing Services Department – B-Stock Foreman (B-Stock Foreman) confirm whether a B-Stock surplus pickup occurred on January 13, 2017. He was not able to determine whether a pickup occurred because he stated that the SFF was the only person who scheduled and coordinated the SMART B-Stock pickups throughout the District and all documentation pertaining to the pickups were kept in the SFF's office. This practice is an internal control weakness and should be discontinued immediately. The SMART surplus pickup process should have included segregation of duty functions in order to ensure that one employee did not have the ability to conceal errors or improper activities in the normal course of their duties. The SFF circumvented the system when he requested the fictitious B-Stock Transfer Ticket dated January 13, 2017. This action allowed the school to have equipment removed from their inventory a year after the equipment was supposedly removed by A-1 Assets. The school should have followed the procedures provided to them during the SMART surplus pickup process, which stated to contact the SFF within 72 hours if discrepancies were found (see Exhibit E). It is unclear if this has occurred with other locations throughout the District because the only person scheduling/coordinating the SMART surplus pickups is the SFF.

**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 that a semi-annual inventory is of all 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 location must take appropriate measures to ensure the safekeeping of all tangible personal property.

- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.

- 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.

- Any corrections required to asset record(s) should be promptly reported to AFRD-CA. The property custodian should immediately notify AFRD-CA if any discrepancies are noted, so they can be corrected in a timely manner.

The Office of the Chief Auditor also recommends that the Director of the Warehousing Services Department – B-Stock strengthen the department's internal controls over the surplus pickup process. The following internal control areas require improvement.

- The Department should establish adequate segregation of duties over the surplus pickup process.

- All documentation related to surplus pickups should be kept in a centralized location.

**MANAGEMENT'S RESPONSE:** Agree. The audit report, dated October 24, 2017, states that twenty-four (24) computers were unaccounted for. The following timeline presented as Exhibit 1 provides detailed information that verifies that eighteen (18) of the items were picked up on 12/15/2015 by the districts contracted recycling vendor, A1 Assets, Inc. The six (6) remaining unaccounted for computers were not part of the Safety, Music & Art, Athletics, Renovation, and Technology Program (SMART) pick up in question and will not be addressed in this audit response, these 6 items are not related to the pick-up completed on 12/15/15 and will be addressed by the school.

Sheridan Park Elementary/1321 was the second school in the SMART surplus removal program; being in its infancies stages of the new process and pick-up efforts which have since been improved considering we have now completed 214 schools to date. On December 15, 2015, A1 Assets, was accompanied by Surplused Furniture Facilitator (SFF) Kent Jerding, Brenda Atkins of the Information & Technology department, and Sheridan Park Micro Tech Harriett Clark to oversee removal of the inventory at the school.

In efforts to capture what took place the audit report makes reference that the Surplus Furniture Facilitator (SFF) had requested the Warehousing Services department (B-Stock) to generate or create a "fictitious" transfer ticket. However the new ticket was only generated to address the fact that the original 3290A's forms were not processed via paper because the school did not provide the original document at the time of pick-up. In conversation by the SFF with Capital Assets personnel it was recommended to have the school re-sign and re-date the 3290A forms and re-submit with the B-Stock transfer ticket. All this time the physical assets had been indeed remmoved over a year ago and the new document was simply created to only later cause an inadequate or non-conforming paper trail. What we should have done was demonstrate that indeed the items listed on that new paper trail, had already been processed physically but not via paper and should have addressed in a different manner. Also, per business practice bulletin O-100, the Capital Assets department would not have accepted the original 3290A's without a transfer ticket. Again, to reiterate these assets had already been surplused physically but did not have the accompanying correct paperwork to back it up and complete the transaction from 12/15/15. Also the SFF has documented communications (e-mails) requesting the school to confirm discrepancies identified and received no response prior to submitting forms to Capital Assets. We do acknowledge that we should have hesitated in submitting documents to the Capital Assets department with knowledge of potential discrepancies, hence why the process was improved.

The SFF continues to work closely with the Micro Techs and Principals, the contracted recycle vendor A1 Assets, alongside the Information & Technology and Capital Assets & Financial Reporting department to ensure all assets are properly accounted for and consistent with the surplus disposal process. The SMART funding of new technology and the removal of old technology has been implemented in 214 of the 225 schools in program. The SFF has aimed to foster and improve the efficiency and effectiveness of the SMART surplus recycling program and the PWS team has contributed in mapping out the process and created standard operating procedures (SOP) to ensure continuous improvement.

In response to the comment included in the audit regarding the lack of internal controls about where the documentation for all SMART program is stored or filed is indeed the main reason why we ensure that we not only have them electronically but have files with paper to maintain accountability and ensure accuracy of the program as a back-up. All SMART records are accessible to Department Manager and B-Stock staff. Following the completion of the SMART technology recycling project, all documents will be filed in the B-Stock archives with all other transaction paperwork completed at the schools and maintained in the PWS server.

If you have any questions or require additional information, **please contact Director Ms. Mary Coker of the Procurement & Warehousing Services Department at 754-321-0501.**

MCC/BL:dd
Attachment

cc: Ali Arcese, Manager Office of the Chief Auditor

## EXHIBIT 1

### Timeline of Events

- **11/04/2015:** Sheridan Park submitted twenty-eight (28) pages of 3290A forms via email to the Surplused Furniture Facilitator (SFF).

- **11/06/2015:** The SFF met the Micro Tech (MT) at the school and scanned the items to be surplused. Please note that the handheld scanner downloads the serial numbers into a spreadsheet of items scanned, but does not check against the 3290A's submitted by the school per the SMART process.
    - That same afternoon the SFF sent an email to the Micro Tech (MT) with items scanned to be verified against the 3290A's. No response was ever received.

- **12/07/2015:** SFF scheduled pick up by A1Assets for 12/15

- **12/08/2015:** School Micro Tech (MT), sent an email requesting additional surplus to be removed. The email included three (3) pages of 3290A forms.

- **12/15/2015:** A1 Assets arrived at the school to pick surplus from SFF's scanned list, which SFF had also scanned the additional surplus requested to be removed, but never obtained the original paperwork on site. As per SMART process we picked up (30) original signed 3290A forms to be submitted to Capital Assets personnel, with a signed copy of B-Stock transfer ticket# 25148, but we should have picked up 31 (28 plus the 3 on the later requested on the later date 12/08).
    - Note to be taken: Driver picked up based on scanned list not versus 3290A's, which were not validated to consist of the exact same amount of devices.

- **12/17/2015:** SFF sends an email to the Micro Tech (MT) with discrepancies from pick- up versus signed forms. No response.
    - Per SMART process it's the schools responsibility to correct discrepancies found on 3290A forms.

- **01/04/2016:** SFF submitted scanned asset list to recycle vendor A1 Assets

- **1/7/2016:** After the holidays, SFF submitted (30) original 3290A forms and copy of B-Stock transfer ticket to Capital Assets & Financial Reporting.
    - PWS should have had (31) pages but we did not
    - SFF did not realize he was missing the original 3290A form which was requested 12/08 via email

- **1/20/2016:** School received "1321 Surplus Declaration/Transfer Report Receipt" email from Capital Assets personnel and SFF was in copy.

- Still at this time it was not discovered that 3 pages from 12/08 email was not included to Capital Assets.

- Almost one year later:
- **12/22/2016:** SFF received email from Micro-Tech at Sheridan Park, that devices removed on 12/15/2015, were not taken off schools inventory list though they had been physically picked up and surplused. At this time it was identified that the three (3) 3290A pages submitted via email to SFF on 12/8/2015 the original forms remained in possession of the Micro Tech (MT) at the school.
    - SFF confirms that he indeed scanned those items on those 3 pages, which were on his scanned list but he was never given the original (3) 3290A's signed by the principal.

- **1/12/2017:** Information was forwarded to Personnel of Capital Assets. It was verified the three (3) pages in question were not sent to Capital in the original documents packet but were surplused per confirmation of A1 Assets.

- **1/13/2017:** SFF sent email to Capital Assets personnel to contact him regarding the issue and personnel from Capital Assets called back the SFF and informed that Sheridan Park Elementary was not under audit at this time and Capital Assets personnel recommended having Principal re-sign and re-date the three (3) pages and re-submit with a B-Stock transfer ticket.
    - SFF should have just had the 3 originals sent to Capital but instead followed the recommendation of Capital Assets to obtain new paperwork.
    - Per Capital Assets original signed 3290A forms cannot exceed 90 days

(25) **1/13/2017:** SFF notified the Micro Tech (MT) and Principal, that the scanned asset list completed on 12/15/2015, only verifies eighteen (18) of the twenty-five (25) devices listed on three (3) pages of 3290A forms in question, and that new 3290A forms will have to be generated to reflect only devices picked up per scan list. School made the corrections on Two (2) pages of 3290A forms. These forms with copy of B-Stock transfer ticket 27571 were submitted to Capital.

- A1 Assets confirms that they had indeed picked up items on the 3 pages back on 12/15/15, which may have not been clearly stated to the Auditors at time of inquiry.
- There is current documented communication and a certificate of recycle as evidence of removal of surplus in question.

**School Name:** **Miramar High (1751)**

**Principal:** **Maria Formoso**

**Address:** **3601 SW 89th Avenue**
**Miramar, FL 33025**

**Also requested to respond to the audit finding(s):**

**Department Name:** **Procurement and Warehousing Services**

**Director:** **Mary C. Coker**

**Address:** **7720 W. Oakland Park Blvd.**
**Sunrise, FL 33351**

| | |
|---|---|
| Total Number of Items in Inventory: | 3,026 |
| Total Dollar Cost of Items in Inventory: | $2,666,776 |
| Total Number of Items Unaccounted for: | 44 |
| Total Dollar Cost of Items Unaccounted for: | $63,569 |
| Total Net Value of Items Unaccounted for: | $644 |
| Percentage of Dollar Cost of Items Unaccounted for: | 2.4% |

As a result of the property and inventory audit conducted at Miramar High, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

**Finding 1**

During the physical inventory at Miramar High, 44 items with a cumulative cost of $63,569 were not physically accounted for. As part of the Principal's response, the Principal stated that the items were missing.

**Recommendations**

The Office of the Chief Auditor (OCA) suggests a 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 that the reconciliation of assets is completed semi-annually in order to comply with policies and procedures. By performing the reconciliation routinely, the school can identify and correct on a timely basis any errors and discrepancies found. The Principal can improve accountability and ensure the safeguarding of the District's assets by strengthening the internal controls at the school. Some examples of actions that can assist in strengthening internal controls are creating a Property and Inventory team, and ensuring all staff is made aware of procedures implemented by the Principal.

**Finding 2**

Two police reports were provided during the audit. The first police report stated that a laptop had been stolen; however, the theft was reported four months after the incident occurred. A second laptop, according to the second police report, was removed from the counselor's office during the summer break. The report also stated that anyone with a Grand Master key was able to enter the room where the computer was located. Business Practice Bulletin O-100: Procedures for Property and Inventory Control (E.) Reporting Theft or Vandalism of Tangible Personal Property states that *in the event of theft or vandalism, the property custodian will report the loss to the Special Investigation Unit (SIU) and the local authorities at the time of the incident. As a component of the police report and the SIU's Immediate Notification Form, the location*

**(Miramar High School continued)**

*must provide all applicable property and serial numbers of the stolen tangible personal property along with a narrative of the event. This should be completed within two business days from when the incident is known or should have been known.*

**Recommendations**

The OCA recommends that the procedures for reporting theft or vandalism are reviewed with all staff members to ensure that everyone is aware of the requirements set forth by the policies and procedures. In addition, the OCA recommends that the school implement new procedures for securing high-risk items such as laptop computers when tangible personal property is not being utilized on a day-to-day basis.

**Finding 3**

A review of the school's purchase orders was conducted and it was determined that purchasing procedures were not being followed. A total of 18 documented purchase orders for furniture/fixture/equipment/computer hardware with a total cost value of $52,725 were purchased using an incorrect general ledger number and/or using the wrong type of purchase requisition (see Exhibit H). The majority of the items were not on the school's inventory report. It is imperative that the school follows the purchasing procedures to ensure that all furniture/fixture/equipment/computer hardware being purchased with a unit value of $1,000 or greater are added to the school's inventory for tracking purposes. Business Practice Bulletin O-100 Procedures for Property and Inventory Control states that *all non-consumable tangible personal property with a unit value of $1,000 or greater must be ordered through the District's Purchasing system utilizing appropriate coding (see Exhibit B). When ordering tangible personal property, locations are prohibited from purchasing items in "lots", "bundles", or "attached lists". In order to accurately account for each property item electronically, tangible personal property must be ordered on unique lines of a requisition and the appropriate delivery address should be noted. The Purchasing Department will reject all requisitions for tangible personal property not complying with appropriate guidelines.* The Purchasing Department did not reject and/or request the school to correct the errors made on the orders created by the school; instead, they processed the requisitions with the errors and converted them into purchase orders. The school must now follow the acquisition procedures to ensure that the items identified during the property and inventory audit is added to the school's PNI811 report.

**Recommendations to the School**

The OCA recommends the Principal register designated staff for the Procurement Training offered by Enterprise Resource Planning (ERP) and the Chart of Accounts Training offered by Accounting and Financial Reporting to ensure that future purchases are created within the purchasing guidelines. In addition, the OCA recommends that the school forward 03290 Tangible Property Loss/ Equipment Acquisition Forms signed by the property custodian with the appropriate documentation to Accounting & Financial Reporting Department - Capital Assets to ensure that all furniture/fixture/equipment/computer hardware with a unit value of $1,000 or greater is added to the Master File of Capital Assets database.

**Recommendation to Procurement and Warehousing Services Department**

The OCA recommends that the Procurement and Warehousing Services Department adhere to policies and procedures in place by rejecting all requisitions for tangible personal property not complying with the appropriate guidelines.

**Additional Recommendations**

The OCA recommends the Principal register designated Property and Inventory 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 school's Property and Inventory team, and ensure compliance with all policies and procedures.

**Miramar High School (1751)**
**FY 2018 P&I Audit**
**Purchase Order Review**

| PO Number | Incorrect Purchase Order type | Incorrect General Ledger number used by school: | | Vendor No. | Vendor Name | Short Text | Net Price |
|---|---|---|---|---|---|---|---|
| 4516024254 | | 511 | Supplies | 102312 | B&H Photo-Video | Auditorium Audio Upgrade | 4,169.82 |
| 7516013811 | Framework PO | 511 | Supplies | 100876 | Gulf Ice Systems Inc | Ice-0-Matic Machine | 4,005.43 |
| 7516017417 | Framework PO | 511 | Supplies | 113868 | Joule Injection Technologies | LENCO Lawless 54 Cell Propulsion Unit | 4,995.00 |
| 4517007807 | | 511 | Supplies | 102059 | Edward Don & Company | Ice Machine- 6000803 | 3,161.30 |
| 4517007807 | | 511 | Supplies | 102059 | Edward Don & Company | Ice Machine/bin | 2,797.43 |
| 4517011868 | | 644 | Computer Hardware $999.99 or Less | 123029 | Lenovo | Laptop-Cart | 1,339.00 |
| 4517011981 | | 511 | Supplies | 108252 | Toxell Communciations | Gym Speaker Installation 2way Speaker | 2,094.00 |
| 4517011981 | | 511 | Supplies | 108252 | Toxell Communciations | Gym Speaker Installation Power Amp | 1,279.00 |
| 4517011981 | | 511 | Supplies | 108252 | Toxell Communciations | Gym Speaker Installation 40 Inch Digital Mixer Rack | 1,095.00 |
| 7517013473 | Framework PO | 511 | Supplies | 113653 | Barbizon Lighting Company | Theatre House Lights | 2,762.45 |
| 4518003669 | | 511 | Supplies | 108653 | Identisys Inc | Zebra ZXP Series 7 ID Printer | 2,984.99 |
| 4518008800 | | 642 | Furniture, Fixture, Equipment $999.99 or less | 116352 | Office Express Supplies | Alera Valencia Flip Training Tables | 1,330.00 |
| 4518011283 | | 644 | Computer Hardware $999.99 or Less | 123029 | Lenovo | Earth Walk Cart | 1,339.00 |
| 4518011410 | | 644 | Computer Hardware $999.99 or Less | 123029 | Lenovo | Earth Walk Carts (3) | 4,017.00 |
| 4518013952 | | 399 | Other Technology -Related Purchased Services | 122452 | Universal Cabeling System | Gym Speaker Installation | 10,576.29 |
| 4518014061 | | 644 | Computer Hardware $999.99 or Less | 123029 | Lenovo | Laptop-Cart | 1,339.00 |
| 4518014536 | | 511 | Supplies | 102613 | Profit Solutions Group | Omega 230 Printer | 1,470.00 |
| 4518015434 | | 511 | Supplies | 116352 | Office Express Supplies | Rectangular Desk | 1,164.90 |
| 4518016776 | | 362 | Equipment Rental | 122452 | Universal Cabeling System | Gym Speaker Installation | 805.00 |

Total Value: 52,724.61

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

DATE: April 26, 2018

TO: Ann Conway, Task Assigned
Chief Auditor

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

SUBJECT: **PROPERTY & INVENTORY AUDIT RESPONSE - MIRAMAR HIGH SCHOOL/FISCAL YEAR 2017-18**

This correspondence acknowledges receipt and review of the findings from the FY 2017-18 property and inventory audit for Miramar High School. In addition to the corrective measures that the principal is instituting, the Office of School Performance & Accountability will provide the following support and oversight in assisting the school in this area:

- The cadre director will work with the principal to ensure the individuals who have been identified by the principal to be part of the Property and Inventory team, receive the appropriate training in this area by registering for the Inventory Process & Tips training offered by the Information & Technology Department. In addition, the cadre director will work with the principal to review Business Practice Bulletin O-100 Procedure for Property and Inventory Control with the school's Property and Inventory team, and ensure compliance with all policies and procedures.

- The cadre director will work with the principal to ensure that the school's Property and Inventory team reconcile all assets, as often as needed to ensure an accurate physical accounting and safeguarding of the District's high-risk items such as laptop computers.

- The cadre director will work with principal to ensure that the designated staff registers for the Procurement Training offered by Enterprise Resources Planning, and the Chart of Accounts Training offered by Accounting and Financial Reporting to ensure that future purchases are created within the purchasing guidelines.

- The cadre director will include a review of the asset management protocols in his regularly scheduled site visits with the principal and provide appropriate recommendations for improvement.

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

VSW/AS:mg

Cc: Alan Strauss, School Performance & Accountability Director
Maria Formoso, Miramar High School Principal

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**Miramar High School**
*Maria D. Formoso, Principal*

| | |
|---|---|
| Alexander Francois | Assistant Principal |
| Cornelia Hoff | Assistant Principal |
| John Murray | Assistant Principal |
| Kaila Rivera | Assistant Principal |
| Cristina Selvidge | Assistant Principal |

3610 SW 89th Avenue
Miramar, FL 33025
Tel. 754-323-1350

www.miramarhs.com



April 25, 2018

This letter is in response to the items identified as missing or unaccounted for in the property & inventory audit report dated April 18, 2018. Miramar High School's fixed capital assets are tracked via the PNI 811 and, at the time of the audit, were valued at $2,666,776. The 44 items identified as missing/unaccounted are 2.4% of total assets tracked on the PNI or previously identified as found on campus but not tracked on the PNI due to their low (under $1,000) identified value. In addition, the audit also noted 2 items valued at $2,370 that were not reported stolen to the local police in a timely manner. Unfortunately, this 2.4% of total assets does not meet the district's 1% threshold for property inventory.

This recent audit has highlighted three areas of our inventory process that needs improvement: The removal and documentation of property, the physical inventory of property that is not used on a regular basis by staff, and the timely documentation of items identified as lost/missing or stolen. The following procedures and practices have been implemented at Miramar High School to address these issues.

1) To further correct and improve surplus procedures:
    a) We will do smaller and more frequent surplus of broken/obsolete items.
    b) 3290 surplus forms will be double checked to ensure that no undocumented assets will be disposed of in error.
    c) Items awaiting surplus pick-up will be kept in a secure area away from the general technology storage area.
    d) All curriculum leaders and custodial staff have been instructed as to the correct procedures to follow when requesting disposal of all obsolete or broken assets.

2) To further correct and improve the accuracy of our inventory process:
    a) Each quarter, as part of the inventory checklist, an assistant principal is assigned the responsibility of doing a spot check of 20 assets listed on the PNI811.

3) To further correct and improve the timeliness of reporting and documenting lost/missing items:
    a) Each quarter, as part of the inventory checklist, the inventory coordinator and an administrator will review all items listed as missing on the internal database and PNI811 and will prepare the appropriate documentation.
    b) Laptop carts are inventoried once a quarter by the teacher/curriculum leader and any discrepancies are reported immediately to the inventory coordinator and/or security administrator for proper reporting.
    c) Teachers and curriculum leaders have been trained on the correct procedures for reporting a lost or stolen laptop on a timely basis.

In addition, the school's budget keeper will review/attend the Procurement Training and Chart of Accounts Training offered by Enterprise Resource Planning and Accounting and Financial Reporting respectively in order to avoid mistakenly categorizing fixed assets as a consumable or non-fixed assets.

The school's Inventory team will meet at least once per quarter to review procedures. As principal, I will monitor the processes and procedures that have been stated above and continue to implement and monitor the property and inventory best-practices that will help us improve and will assure an exception-free inventory audit.

Maria D. Formoso , Principal

**OFFICE OF THE CHIEF STRATEGY & OPERATIONS OFFICER**

**MAURICE L. WOODS**
**CHIEF STRATEGY & OPERATIONS OFFICER**

May 7, 2018

TO: Ann Conway
Chief Auditor (Task Assigned)

FROM: Maurice L. Woods
Chief Strategy & Operations Officer

SUBJECT: **AUDIT REPORT ON PROPERTY & INVENTORY FISCAL YEAR 2017/18 - MIRAMAR HIGH SCHOOL (1751) FINDING THREE (3)**

I reviewed the audit response from Mary Coker, director of Procurement & Warehousing Services Department, in response to the April 18, 2018, memorandum from the Office of the Chief Auditor of its findings from an audit conducted of Miramar High School's purchase orders. I approve the corrective actions that will be put forth by Ms. Coker.

**Please contact me if you require additional information.**

MLW:dsc
Attachment

c: Mary Coker, Director, Procurement & Warehousing Services Department
Ali Arcese, Manager, Property & Inventory Audits

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

**MARY C. COKER, DIRECTOR**
**PROCUREMENT & WAREHOUSING SERVICES**

May 7, 2018

TO: Maurice L. Woods
Chief Strategy & Operations Officer

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

SUBJECT: **AUDIT REPORT ON PROPERTY & INVENTORY FISCAL YEAR 2017/18 - MIRAMAR HIGH SCHOOL (1751) FINDING THREE (3)**

Provided below is the response requested from the April 18, 2018, *Audit Report on Property & Inventory Fiscal Year 2017/18* memorandum from the Office of the Chief Auditor (OCA).

**FINDING THREE (3):**

A review of the school's purchase orders was conducted, and it was determined that purchasing procedures were not being followed. A total of eighteen (18) documented purchase orders for furniture/fixture/equipment/computer hardware, with a total cost value of $52,725, were purchased using an incorrect general ledger number and/or using the wrong type of purchase requisition (see Exhibit A). The majority of the items were not on the school's inventory report. It is imperative that the school follows the purchasing procedures to ensure that all furniture/fixture/equipment/computer hardware being purchased with a unit value of $1,000 or greater are added to the school's inventory for tracking purposes. Business Practice Bulletin O-100 Procedures for Property and Inventory Control states that all non-consumable tangible personal property with a unit value of $1,000 or greater must be ordered through the District's purchasing system utilizing appropriate coding (see Exhibit B). When ordering tangible personal property, locations are prohibited from purchasing items in "lots," "bundles," or "attached lists." To accurately account for each property item electronically, tangible personal property must be ordered on unique lines of a requisition, and the appropriate delivery address should be noted. The Procurement & Warehousing Services Department (PWS) will reject all requisitions for tangible personal property not complying with appropriate guidelines. The PWS did not reject and/or request the school to correct the errors made on the orders created by the school; instead, they processed the requisitions with the errors and converted them into purchase orders. The school must now follow the acquisition procedures to ensure that the items identified during the property and inventory audit are added to the school's Property and Inventory 811 report.

## RECOMMENDATION:

The OCA recommends that the PWS adhere to policies and procedures in place by rejecting all requisitions for tangible personal property not complying with the appropriate guidelines. Additional recommendations the OCA recommends the Principal register designated Property and Inventory team member(s) for the Inventory Process & Tips training offered by the Information & Technology Department. Also, the Principal should review the Business Practice Bulletin O-100 Procedure for Property and Inventory Control with the school's Property and Inventory team, and ensure compliance with all policies and procedures.

## MANAGEMENT'S RESPONSE:

The PWS agrees with the recommendation from the OCA. The PWS should have rejected the Purchase Requisitions (PR) and notify the requestor with a note in SAP (Systems, Applications, and Products in Data Processing) stating that they must not request to purchase any assets through a Framework Purchase Order (PO). The Purchasing Agent Specialist's responsibility includes this task in identifying assets being requested under Framework PR. To remediate this problem, we are going to reinforce the Asset training with the Purchasing Agent Specialists.

## CORRECTIVE ACTION:

The PWS will re-train the Purchasing Agent Specialists in identifying and properly issuing the PO for fixed assets. The PWS will continue to reinforce the Purchasing Policy 3320.

| **PO Number** | **7516013811** | **7516017417** | **7517013473** |
|---|---|---|---|
| $ Total | $ 4,005.43 | $ 4,995.00 | $ 2,762.45 |
| PR Number | 10491061 | 10505336 | 10544868 |
| PR Issuer | Krystal Martinez | Krystal Martinez | Krystal Martinez |
| PR Issuer Department | Miramar HS | Miramar HS | Miramar HS |
| PR Date | 1/25/2016 | 4/11/2016 | 1/18/2017 |
| PO Issuer | Ann Simpson | Juan Perez | Juan Perez |
| PO Date | 1/26/2016 | 4/12/2016 | 1/18/2017 |
| Item Purchased | Ice Machine | Boat Propulsion Unit | Lighting Products |
| Asset? | Yes | Yes | Yes |

If you have any questions, **please contact Director Ms. Mary C. Coker, Procurement & Warehousing Services at 754-321-0518.**

MCC:dm
Attachments

**School Name:** **Cross Creek School 3222**

**Principal:** **Colleen Stearn**

**Address:** **1010 NW 31st Avenue**
**Pompano Beach, FL 33069**

| | |
|---|---|
| Total Number of Items in Inventory: | 454 |
| Total Dollar Cost of Items in Inventory: | $591,036 |
| Total Number of Items Unaccounted for: | 24 |
| Total Dollar Cost of Items Unaccounted for: | $33,747 |
| Total Net Value of Items Unaccounted for: | $0 |
| Percentage of Dollar Cost of Items Unaccounted for: | 5.7% |

**Finding**

As a result of the property and inventory audit conducted at Cross Creek School, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

A review of all property and inventory was performed. Of the 454 assets recorded at the school, 24 items were unaccounted for. During the audit, the school provided the Inventory Audit Specialist (IAS) 3290A Surplus Declaration Transfer Forms dated 2014. The surplus documents were analyzed because they were over two years old. The forms were compared to the original surplus documents received by Accounting and Financial Reporting – Capital Assets (AFRD-CA) to try to determine why the equipment had not been removed from the school's property and inventory list. Discrepancies between the two sets were noted (see Exhibits I, J and K). The discrepancies included serial number changes, added equipment and incorrect B-Stock Transfer Tickets referenced. These discrepancies reflected the 24 items that are currently unaccounted for. At the conclusion of the audit, an exit conference was held with the Principal. The IAS explained that the altered surplus documents provided during the audit would need to be reviewed by the Property & Inventory Audit Manager.

During the 30-day revisit to the school, the Property & Inventory Audit Manager and IAS met with the Principal, Assistant Principal and newly hired Micro-Computer Tech to discuss the altered surplus documents that were provided during the audit. The Principal requested additional time to inquire about the altered surplus documents because she believed that the previous Micro-Computer Tech tried to correct the errors in the past and the emails containing that information were within the previous Micro-Computer Tech's email account. The Property & Inventory Audit Manager granted the Principal additional time to research the matter. On May 4, 2017, the Property & Inventory Audit Manager requested an update from the Principal. The Principal stated, "I was able to get access to her CAB email, but did not find pertinent documents. I have not obtained access to her Outlook" (see Exhibit L). On May 25, 2017, the Property & Inventory Audit Manager requested a second update. The Principal stated, "Yes, our updated PNI shows all items were removed other than the table and the laptop which we sent the memo for were removed from the inventory." The Property & Inventory Audit Manager requested that the Principal provide the documentation that was submitted to AFRD-CA to have the equipment removed. The Property & Inventory Audit Manager expected the Principal to provide documentation that had been discovered when she gained access to the previous Micro-Computer Tech's Outlook email account. The Principal contacted the Property and Inventory Audit Manager and explained that documentation had not been submitted to AFRD-CA.

In order to determine how the 24 items were removed from the District's Master File database, the Property & Inventory Audit Manager requested that AFRD-CA provide all records associated with the removal of the equipment. It was discovered that a Cross Creek School employee emailed the altered surplus documents to AFRD-CA on March 8, 2017, along with the Preliminary Property Audit Missing List Report

**(Cross Creek School continued)**

that had been provided to the Principal during the exit conference (see Exhibit I,J, and K). Copied on the email were the Principal and Assistant Principal. As a standard, locations are asked not to submit any documentation to AFRD-CA during an audit. In addition, the exit documentation signed by the Principal stated that all remaining unaccounted for items required physical verification by the IAS when the return reconciliation visit would be scheduled with the administrator. If an item had been identified as salvaged, a copy of the original signed & dated 3290A Surplus Declaration Form and the removal authorization form (B-Stock Transfer Ticket/approved vendor) should have been forwarded with the response. On March 31, 2017, AFRD-CA removed the equipment from the Master File database using the copies of the 3290A Surplus Declaration Transfer Forms that had been provided via email. The District's established internal controls require that AFRD-CA only process original documents. When AFRD-CA processed the altered forms, the department was out of compliance. AFRD-CA acknowledged that this was done in error and subsequently the department reinstated the 24 records. The equipment is considered unaccounted for.

An internal control weakness has been identified with the school's surplus process. The school displayed weaknesses in the controls of safeguarding tangible personal property. The school should have been conducting 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 of fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets.

On November 16, 2017, the Chief Auditor and Property and Inventory Audit Manager met with the Superintendent of Schools and the Chief Officer of School Performance and Accountability to discuss this property and inventory audit. The Chief Information Officer was asked to join the meeting as additional resources were requested to be provided by the Information and Technology Department to ensure that the surplus process is improved using current technology. During the meeting, the need for the replacement of three reports that were discontinued when SAP Assets Module was implemented was discussed. The (OptiSpool) reports identified asset activities and were used by schools when performing their semi-annual inventory. Also discussed during the meeting was the need to transition to paperless processes by using the newly implemented SAP Assets Module and creating a workflow system within SAP for inventory control. The Information & Technology Department has scheduled a meeting with departments that play a role in the surplus process. The efficiency of the inventory process will be discussed to develop a better process of accountability.

**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 that a semi-annual inventory of all assets is completed 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.

**(Cross Creek School continued)**

- Any corrections required to asset record(s) should be promptly reported to AFRD-CA. The property custodian should immediately notify AFRD-CA if any discrepancies are noted, so they can be corrected in a timely manner.

- Internal controls should be developed by the location to improve its processes for surplussing. The school should ensure that all equipment deemed salvageable is accurately documented on a 3290A Surplus Declaration Transfer Form and removed from the location during the scheduled pickup.

- During the property and inventory audit period, changes to asset records should not be processed/approved by administration; instead, should be provided to the Inventory Audit Specialist for the reconciliation of all assets. The only exception to this rule is the movement of Exceptional Student Learning equipment, which is allowable during a property and inventory audit.

**Subsequent to the Principal Property and Inventory Audit Response:**

As part of the Scope, Objective and Methodology of the Property and Inventory Audit, the OCA test compliance with policies and procedures prescribed by the School Board Polices and Business Practice Bulletin O-100: Procedures for Property and Inventory Control (BPB O-100).

The Principal stated in the audit response that she was requested to provide several "final" responses. The original response from Office of School Performance & Accountability (OSPA) that should have included the school's response was due to the Office of the Chief Auditor (OCA) by November 7, 2017, was not received. The Chief School Performance and Accountability Officer requested a meeting with the Superintendent of School and the OCA to discuss this audit. The meeting was held on November 16, 2017. It was agreed that a revised audit report would be generated to include the topics discussed during the meeting. The topics were outlined in the last paragraph of the report. The Principal's original response was never provided to the OCA by OSPA. Therefore, the OCA sent a second audit report December 18, 2017 with the same findings.

The Principal stated in the audit response that she contact the auditor's office, in particular the IAS. It is unclear who the Principal is referring to. The OCA does not have any record of ever speaking to the Principal after the last communication that took place on May 25, 2017. If the Principal would have contacted the Property and Inventory Audit Manager, the Principal would have been guided to Business Practice Bulletin O-100: Procedures for Property & Inventory Control, section H which provides the procedures during the property and inventory audit.

Exhibit I

In the property and inventory audit finding, it indicates that the surplus documentation provided by the school was compared to the surplus documentation received by Accounting and Financial Reporting – Capital Assets (AFRD-CA).

For your review:

The Principal, in response to the unaccounted for list of tangible personal property, provided Exhibits I-1.1, I-1.2 and I-1.3. The exhibits were grouped together because, according to the Principal, the 3290A Surplus Declaration Transfer Forms were part of B-Stock Transfer Ticket 23145.

Exhibit I-2 (Blue paper) is a copy of the original documents received by AFRD-CA.

9

# B-Stock Transfer

Date Created: 11/3/2014 Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222
Cross Creek School
1010 NW 31st Ave
Pompano Beach, FL 33069
Phone/Fax: (754)321-6450 / (754)321-6490
Contact: Flavia Ramirez

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

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |

11-6-14 Drop off 2 PC Boxes ONLY when ready for PU

12/9/14

F. Ramirez 11/24/14

Requested By: Flavia Ramirez Flavia Ramirez

Released By: Flavia Date:

Received By: Rudy, TRK 3788 Date:

Delivered By: Harry Rayment 11-25-14

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

T: 23144
23145

354

9

# 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#: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location: 9613B
Location Name: B-Stock
Contact Name: Ken Jerding
Phone #: 754-321-2850

| BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| 04-00196 | G83257RDPQL | | APPLE DESKTOP, EMAC G4 |
| 04-00195 | G83255DAPQL | | COMPUTER DESKTOP, EMAC G4 |
| 04-00190 | G83255C4PQL | | APPLE DESKTOP, EMAC G4 |
| 04-00184 | G83260KVPQL | | APPLE DESKTOP, EMAC G4 |
| 01-10180 | XA0391HCJVA | | COMPUTER, MAC IMAC |
| 05-30947 | UV4353QRRAP | | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY |
| 03-00564 | G8224E0SN54 | | COMPUTER, EMAC G4 |
| 03-00557 | G8224E1TN54 | | APPLE DESKTOP, EMAC G4 |
| 01-10182 | XA03902QJV8 | | COMPUTER, MAC IMAC |
| 01-19835 | RN1120XZKLB | | COMPUTER, MAC IMAC |
| 04-01214 | YM316UN1NM2 | | APPLE DESKTOP, EMAC G4 |

Equipment Transfer/Surplus Approved By: Colleen Sheehy
*Principal, Department Head or Designee*

Released By: Flavia Ramirez Micro-Tech Date: 09 / 19 / 14

Transfer Received By: _____ Date ___/___/___

Transfer Delivered By: _____ Date ___/___/___

Form #3290A
Rev. 01/05

**Submit Surplus/Transfer Form to B-stock**



Exhibit I-1.1

**10**

# B-Stock Transfer

Date Created: **11/3/2014** Date Closed:

Transfer # **23145**

Number of 3290A Attachments: **4**

Cafeteria #

Number of Other Attachments:

Issuing Location **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Flavia Ramirez**

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

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |

11-6-14 Drop off 2 PC Boxes (All when Ready for Pick up)

12/9/14

F. Ramirez 11/24/14

Requested By: **Flavia Ramirez** Flavia Ramirez

Released By: (Flavia) Date:

Received By: Harry Rodriguez TRK 3788 Date:

Delivered By: Harry Rodriguez 11-25-14

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

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

2 31 45

☑ Surplus (only issuing location required.)

☐ Transfer (both issuing and Receiving location Required.)

Transfer Assistance Required ☒ YES ☐ NO

**10**

Issuing Location#: 3222
Location Name: CROSS CREEK SCHOOL
Contact Name: FLAVIA RAMIREZ
Phone #: 754-321-6477

Receiving Location: 9613B
Location Name: B-STOCK
Contact Name: KEN JERDING
Phone #: 754-321-2850

| BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| 04-00181 ✓ 41 ✓ | G83260JLPQL | | APPLE DESKTOP, EMAC G4 |
| 04-00182 ✓ 42 ✓ | G83260KPPQL | | APPLE DESKTOP, EMAC G4 |
| 04-00183 ✓ 43 ✓ | G83260LCPQL | | APPLE DESKTOP, EMAC G4 |
| 04-00189 ✓ 44 ✓ | G83260JPPQL | | APPLE DESKTOP, EMAC G4 |
| 04-00200 ✓ 45 ✓ | G83257SRPQL | | APPLE DESKTOP, EMAC G4 |
| 03-00574 ✓ 46 ✓ | G8224DXWN54 | | COMPUTER DESKTOP, EMAC G4 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Equipment Transfer/Surplus Approved By: Colleen Shelton
*Principal, Department Head or Designee*

Released By: 11/ Date: 11/21/14

Transfer Received By: _____ Date ___/___/___

Transfer Delivered By: _____ Date ___/___/___

Form #3290A
Rev. 01/05

**Submit Surplus/Transfer Form to B-stock**



Exhibit I-1.2

11

# B-Stock Transfer

Date Created: 11/3/2014 Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222
Cross Creek School
1010 NW 31st Ave
Pompano Beach, FL 33069
Phone/Fax: (754)321-6450 / (754)321-6490
Contact: Flavia Ramirez

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

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |

11-6-14 Drop off 2 PC Boxes call when ready for PU

12/9/14

F. Ramirez 11/24/14

Requested By: Flavia Ramirez Flavia Ramirez

Released By: Date:

Received By: Date:

Delivered By: Harry Rapesal 11-25-14

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

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

___ OF ___ 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 [X] YES [ ] NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ken Jerding
Phone #: 754-321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 98-09180 | 11-FZ967 | | PRINTER, LEXMARK OPTRA S 1250 | X | |
| 91-31251 | NO SERIAL NUMBER AVAILABLE | | Digital Piano, Kawai | X | |
| 03-00573 | G8224E3XN54 | | COMPUTER DESKTOP, EMAC G4 | X | |
| 01-09-273 | 2505778 | | Printer, Lexmark Optra M410 | | X |
| | 921-15200334 | | Television, Zenith Model F1194W | | X |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

Released by: Flavia Ramirez Micro-Tech Date: ___ / ___ / ___
Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

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



Exhibit I-1.3

Exhibit I-2

# B-Stock Transfer

Date Created: **11/3/2014** Date Closed:

Transfer # **23145**

Number of 3290A Attachments: **4**

Number of Other Attachments:

Cafeteria #

| Issuing Location **3222** | Receiving Location **9613B** |
|---|---|
| **Cross Creek School** | **B-Stock Warehouse** |
| **1010 NW 31st Ave** | **6501 NW 15th Ave** |
| **Pompano Beach, FL 33069** | **Fort Lauderdale, FL 33309** |
| Phone/Fax: **(754)321-6450 / (754)321-6490** | Phone/Fax: **(754)321-2850 / (754)321-2886** |
| Contact: **Flavia Ramirez** | Contact: **B-Stock** |

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |

*11-6-14 Drop off 2 PC Boxes Call when Ready for Pkl.!!*

Completed By Surplus Warehouse
Date: 12/9/14
Initials: LG

F. Ramirez 11/24/14

Requested By: **Flavia Ramirez** Flavia Ramirez

Released By: (X) FLAVIA Date: 11-6-14

Received By: Rody, TRK 3788 Date: 11-6-14

Delivered By: Harry Rapesmit 11-25-14

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

BOARD APPROVED 3-11-15

4 of 4

T# 23145

2 OF 3 PAGES

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

☑ *SURPLUS (Principal / Director authorization signature required)

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

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required ☐ YES ☒ NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ken Jerding
Phone #: 754-321-2850

RECEIVED 2014 DEC 12 AM 9:04 THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA ACCOUNTING & FINANCIAL REPORTING DEPARTMENT

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 04-00180 | G832559GPQL | | APPLE DESKTOP, EMAC G4 | | X |
| 04-00204 | G83259Q4PQL | | APPLE DESKTOP, EMAC G4 | | X |
| 03-00568 | G8224E1XN54 | | COMPUTER,MAC EMAC G4 | | X |
| 03-00571 | G8222667N54 | | COMPUTER,MAC EMAC G4 | | X |
| 04-00176 | G83260L4PQL | | APPLE DESKTOP, EMAC G4 | | X |
| 05-30950 | V4353SJRAP | | APPLE,IBOOK G4 COMBO DRIVE/12"DISPLAY | X | |
| 05-86024 | UV437PCFRAM | | IBOOK 14.1 LAPTOP | | X |
| 05-86023 | UV437PC6RAM | | IBOOK 14.1 LAPTOP | | X |
| 04-00212 | UV322212PBN | | APPLE, IBOOK G3 | | X |
| 05-30954 | UV4353SFRAP | | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY | | X |

1100.30
1100.30
1523.00
1523.00
1100.30
1239.00
1721.50
1721.50
1830.95
1239.00

Equipment Transfer / Surplus Approved by: Colleen Sheehy Date: 6 / 9 / 14
Principal / Director (per Policy 3204)

Released by: Flavia Ramirez - Micro Tech Date: 6 / 9 / 14
Please Print Name, Title

COMPLETED
PNI 571
Date 1/5/15
Initials

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

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

Form 3290A
Rev. 07/08

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

2 29



Exhibit I-2

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



☑ *SURPLUS (Principal / Director authorization signature required)

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

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required ☐ YES ☒ NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ken Jerding
Phone #: 754-321-2850

| | BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 1239.00 | 05-30953 | UV4353R8RAP | | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY | | ✓ |
| 1395.62 | 05LA22930 | 4H5327RESEB | | Apple-Refresh Laptop | | ✓ |
| 1976.98 | 03-01454 | UV224Z0PN65 | | COMPUTER, LAPTOP MAC I BOOK | | ✓ |
| 1523.00 | 03-00579 | G8224E5PN54 | | COMPUTER,MAC EMAC G4 | | ✓ |
| 1680.86 | 01-10186 | XA03926GJVA | | COMPUTER, MAC IMAC | | ✓ |
| 1680.86 | 01-10208 | XA0391JWJVA | | COMPUTER, MAC IMAC | | ✓ |
| 1100.30 | 04-00194 | G83259Q1PQL | | APPLE DESKTOP, EMAC G4 | | ✓ |
| 1100.30 | 04-00202 | G83260J0PQL | | APPLE DESKTOP, EMAC G4 | | ✓ |
| 1390.00 | 04-01217 | YM3179Z6NM2 | | APPLE, DESKTOP EMAC G4 | | ✓ |
| 1390.00 | 04-01215 | YM316UQ3NM2 | | APPLE, DESKTOP EMAC G4 | | ✓ |

Equipment Transfer / Surplus Approved by: Colleen Sullivan. Date: 6 / 9 / 14
Principal / Director (per Policy 3204)

Released by: Flavia Ramirez Micro Tech Date: 6 / 9 / 14
Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

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

Exhibit I-2

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

☑ *SURPLUS (Principal / Director authorization signature required)

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

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required ☐ YES ☒ NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 03-00986 | UV2210J8LQ3 | | COMPUTER, LAPTOP MAC G3 | X | |
| 05-46313 | UV44900FSD0 | | APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8 | | X |
| 04-00209 | UV3221Z9PBN | | APPLE, IBOOK G3 | | X |
| 05-46310 | UV44900BSD0 | | APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8 | | X |
| 05-30948 | UV4353Q1RAP | | APPLE,IBOOK G4 COMBO DRIVE/12"DISPLAY | X | |
| [redacted] | [redacted] | | [redacted] | X | |
| 05-30949 | UV4353S7RAP | | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY | X | |
| 04-81118 | UV32556UNDF | | APPLE IBOOK 12.1 | X | |
| 04-00207 | UV322211PBN | | APPLE, IBOOK G3 | | X |
| 04-00210 | UV3221MDPBN | | APPLE, IBOOK G3 | | X |

2223.36
1721.50
1836.95
1721.50
1239.00
1239.00
1022.75
1836.95
1836.95

Equipment Transfer / Surplus Approved by: Colleen Sheehy Date: 06 / 09 / 2014
Principal / Director (per Policy 3204)

Released by: Flavia Ramirez - Micro-Tech Date: 6 / 9 / 14
Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

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

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Exhibit I-2

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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#: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location: 9613B
Location Name: B-Stock
Contact Name: Ken Jerding
Phone #: 754-321-2850

| | BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|---|
| 1100.30 | 04-00196 | G83257RDPQL | | APPLE DESKTOP, EMAC G4 |
| 1100.30 | 04-00195 | G83255DAPQL | | COMPUTER DESKTOP, EMAC G4 |
| 1100.30 | 04-00190 | G83255C4PQL | | APPLE DESKTOP, EMAC G4 |
| 1100.30 | 04-00184 | G83260KVPQL | | APPLE DESKTOP, EMAC G4 |
| 1680.86 | 01-10180 | XA0391HCJVA | | COMPUTER, MAC IMAC |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Equipment Transfer/Surplus Approved By: Colleen Sheehy
*Principal, Department Head or Designee*

Released By: Flavia Ramirez Micro-Tech Date: 09 / 19 / 14

Transfer Received By: _____ Date ___/___/___

Transfer Delivered By: _____ Date ___/___/___

Form #3290A
Rev. 01/05

**Submit Surplus/Transfer Form to B-stock**

Exhibit I-2

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Exhibit J

In the property and inventory audit finding, it indicates that the surplus documentation provided by the school was compared to the surplus documentation received by Accounting and Financial Reporting – Capital Assets (AFRD-CA).

For your review:

The Principal, in response to the unaccounted for list of tangible personal property, provided Exhibits J-1.1and J-1.2. The exhibits were grouped together because, according to the Principal, the 3290A Surplus Declaration Transfer Forms were part of B-Stock Transfer Ticket 23320.

Exhibit J-2 (Blue paper) is a copy of the original documents received by AFRD-CA.

Exhibit J-1.1

8

# Stock Transfer

Date Created: **12/16/2014** Date Closed:

Transfer # **23320**

Number of 3290A Attachments: **3**

Cafeteria #

Number of Other Attachments:

'uing Location **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Ana Garcia/Flavia Ramirez**

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

Check if unable to complete ☐ Reason:
Kiln still in classroom,disconnected, will need pallet to remove.

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Surplus Computer/Technology Box | Inc |
| 2 | | | 8 | Miscellaneous AV Equipment-See Attached 3290A Forms | Inc |
| 3 | | | 1 | Kiln-Bring Pallet to remove | Inc |

Requested By: **Ana Garcia**

Released By: Date: 3 - 5 - 15

Received By: Date: 3 [illegible]

Delivered By:

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

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T-33320

# 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#: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location: 9613B
Location Name: B-Stock
Contact Name: Ken Kerding
Phone #: 754-321-2850

| BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| 05LA03857 | 4H5326Q7SEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA03847 | 4H531J7JSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA03846 | 4H531HV4SEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA03844 | 4H531GZ5SEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA22948 | 4H5356KSSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA03859 | 4H5327RWSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 04-00208 | UV32221VPBN | iBook G4 | APPLE, IBOOK G3 |
| 05-86022 | UV437PCCRAM | iBook G4 | APPLE, IBOOK G3 |
| 05-46312 | UV44900LSD0 | iBook G4 | APPLE, IBOOK G4 COMBO |
| 04-00211 | UV3221MKPBN | iBook G4 | APPLE, IBOOK G3 |
| 05LA03861 | 4H5328B9SEB | iBook G4 | APPLE-REFRESH LAPTOP |

Equipment Transfer/Surplus Approved By: [signature]
*Principal, Department Head or Designee*

Released By: Flavia Ramirez Date: 2/23/15

Transfer Received By: _____ Date ___/___/___

Transfer Delivered By: _____ Date ___/___/___

Form #3290A
Rev. 01/05

**Submit Surplus/Transfer Form to B-stock**



Exhibit J-1.1

7

# Stock Transfer

Date Created: **12/16/2014** Date Closed:

Transfer # **23320**

Number of 3290A Attachments: **3**

Cafeteria #

Number of Other Attachments:

'uing Location **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Ana Garcia/Flavia Ramirez**

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

Check if unable to complete ☐ Reason:
Kiln still in classroom,disconnected, will need pallet to remove.

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Surplus Computer/Technology Box | Inc |
| 2 | | | 8 | Miscellaneous AV Equipment-See Attached 3290A Forms | Inc |
| 3 | | | 1 | Kiln-Bring Pallet to remove | Inc |

Requested By: **Ana Garcia**

Released By: Date: 3-5-15

Received By: Date: 3-5-15

Delivered By:

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

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2.2

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

T23320

☑ Surplus (only issuing location required.)

☐ Transfer (both issuing and Receiving location Required.)

Transfer Assistance Required ☒ YES ☐ NO

Issuing Location#: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location: 9613B
Location Name: B-Stock
Contact Name: Ken Kerding
Phone #: 754-321-2850

| BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| 05LA22921 | 4H531DQVSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA22943 | 4H5329NYSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA03836 | 4H531G4HSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05-30951 | UV4353LQRAP | iBook G4 | APPLE,IBOOK G4 COMBO DRIVE/12"DISPLAY |
| | 818845 | QLS01 | SCANNER |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Equipment Transfer/Surplus Approved By: Colleen Shearn
*Principal, Department Head or Designee*

Released By: Flavia Ramirez Date: ___/___/___

Transfer Received By: _____ Date ___/___/___

Transfer Delivered By: _____ Date ___/___/___

Form #3290A
Rev. 01/05

**Submit Surplus/Transfer Form to B-stock**



Exhibit J-1.2

# -Stock Transfer

Date Created: **12/16/2014** Date Closed:

Exhibit J-2

Transfer # **23320**

Number of 3290A Attachments: **3**

Number of Other Attachments:

Cafeteria #

RECEIVED
2015 FEB 11 AM 10: 25
CENTRAL WAREHOUSE

Issuing Location **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Ana Garcia/Flavia Ramirez**

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

Check if unable to complete ☐ Reason:

Kiln still in classroom,disconnected, will need pallet to remove.

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Surplus Computer/Technology Box | Inc |
| 2 | | | 8 | Miscellaneous AV Equipment-See Attached 3290A Forms | Inc |
| 3 | | | 1 | Kiln-Bring Pallet to remove | Inc |

* KILN IS DISCONNECTED AND READY FOR PICKUP.

Completed By Surplus Warehouse
Date: 3/5/15
Initials: LO

Requested By: **Ana Garcia**

Released By: Helly Alvarado Date: 3-5-15

Received By: C. Hardy Date: 3-5-15

Delivered By:

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

TT# 73320

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

1 OF 1 PAGES

[X] *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 [X] YES [ ] NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Ana Garcia
Phone #: 754-321-6481

Receiving Location #: B_Stock
Location Name:
Contact Name:
Phone #:

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | 181107 | CS2610R | Mitsubishi TV | | x |
| 11-81087 | WC00041H | | Laminator, GBC Pinnacle 27 | | x |
| | 11CKNW7 | SeriesII | IMB Wheelwriter | X | |
| | C488291KD | AGA96 | Panasonic Editing Controller | X | |
| | 700170231 | | Videonics Title Maker | x | |
| | 318649 | 3000 | Videonics Title Maker | x | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Equipment Transfer / Surplus Approved by: Colleen Stearns Date: 11 / 24 / 2014
Principal / Director (per Policy 3204)

Released by: Ana Garcia, Media Specialist Date: 12 / 4 / 14
Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

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

1 BOX

Exhibit J-2

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



[ ] *SURPLUS (Principal / Director authorization signature required)

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

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required [X] YES [ ] NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Ana Garcia
Phone #: 754-321-6481

Receiving Location #: 0391
Location Name: Deerfield Park Elementary School
Contact Name: Teresa Levy
Phone #: 754 322-6150

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | 80051752 | 1800 | 3M Overhead Projector | | |
| | 80067309 | 1800 | 3M Overhead Projector | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Equipment Transfer / Surplus Approved by: [signature] Date 12/2/14
Principal / Director (per Policy 3204)

Released by: Ana Garcia, Media Specialist Date: 12/4/14
Please Print Name, Title

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

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

Form 3290A
Rev 07/08

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



Exhibit J-2

Exhibit K

In the property and inventory audit finding, it indicates that the surplus documentation provided by the school was compared to the surplus documentation received by Accounting and Financial Reporting – Capital Assets (AFRD-CA).

For your review:

The Principal, in response to the unaccounted for list of tangible personal property, provided Exhibit K-1. According to the Principal, the 3290A Surplus Declaration Transfer Forms were part of B-Stock Transfer Ticket 27481.

Exhibit K-2 (Blue paper) is a copy of the original documents received by AFRD-CA.

6

# B-Stock Transfer

Date Created: 12/16/2016 Date Closed:

Transfer # 27481

Number of 3290A Attachments: 2

Cafeteria #

Number of Other Attachments:

Issuing Location 3222
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
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:
DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Gaylord Box of Surplus Technology Items-SEE 3290a FORMS | Inc |

Drop off box
come back to
pick up
[illegible]

Requested By:
Released By: [illegible] Date: [illegible]
Received By: Date:
Delivered By: [illegible]

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

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

1 OF 6 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 #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ted
Phone #: 321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 13-00006 | C1MHVWABDTY3 | | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | | X |
| 04-01276 ✓ | EMAC | | Dell MONITOR | X | |
| 05-39638 ✓ | 2MKY861 | | | | |
| 05-36202 ✓ | 17VFV51 | | Dell Desktop WT MONITOR | | |
| | | | | | |
| | | | | | |
| 06-84195 | 8L4WK91 | | Computer Dell | | |

Equipment Transfer / Surplus Approved by: Carlos Silva Date: 2/2/16 Released by: FLAVIA RAMIREZ Date: __/__/__
Principal / Director (per Policy 3204) Please Print Name, Title
MICRO-TECH

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

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

Form 3290A
Rev. 07/08

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



Exhibit K-1

Exhibit K-2

# B-Stock Transfer

Date Created: **12/16/2016** Date Closed:

Transfer # **27481**

Number of 3290A Attachments: **2**

Cafeteria # 1080

Number of Other Attachments:

| Issuing Location **3222** | Receiving Location: **9613B** |
|---|---|
| **Cross Creek School** | **B-Stock Warehouse** |
| **1010 NW 31st Ave** | **6501 NW 15th Ave** |
| **Pompano Beach, FL 33069** | **Fort Lauderdale, FL 33309** |
| Phone/Fax: **(754)321-6450 / (754)321-6490** | Phone/Fax: **(754)321-2850 / (754)321-2886** |
| Contact: | Contact: |

Check if unable to complete ☐ Reason:

DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Gaylord Box of Surplus Technology Items-SEE 3290a FORMS | Inc |

Drop off Box
Come back To
Pick up. ~~Somedar~~
Same day!

1-10-17

Requested By:

Released By: FLAVIA PEREZ F. Perez Date: 12/20/16

Received By: Date:

Delivered By: Anthony Rel'ford 12 20 16

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

# 27481

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



2017 JAN 13 AM 10: 19

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**Submit Surplus / Transfer Form to B-stock**

☑ *SURPLUS (Principal / Director authorization signature required)

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

Removal Assistance Required ☐ YES ☐ NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ted
Phone #: 321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 08-11892 ✓ | W8814HAV0P0 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | | X |
| 08-11890 ✓ | W8814F6A0P0 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | | |
| 08LA03335 | WQ81288J0P1 | | Apple MacBook 2.4 GHz; 2 GB RAM | | |
| 05LA22942 | 4H5329K8SEB | | Apple-Refresh Laptop | | |
| 05LA22925 | 4H5324QPSEB | | Apple-Refresh Laptop | | |
| 08-11901 ✓ | W88150FA0P0 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | | |
| 08-11889 ✓ | W8814HCN0P0 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | | |
| 08-00360 | W87245EGYA2 | | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | | |
| 09-06088 ✓ | W88370891PX | | LAPTOP, APPLE MACBOOK | | |
| 05-86025 | UV437PJFRAM | | IBOOK 14.1 LAPTOP | | |

Equipment Transfer / Surplus Approved by: Colleen Shearn Date: 12/5/06
Principal / Director (per Policy 3204)

Released by: ~~Flavia Perez~~ Date: ___ / ___ / ___
Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

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

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



☑ *SURPLUS (Principal / Director authorization signature required)

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

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required ☒ YES ☐ NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Perez
Phone #: 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ted
Phone #: 321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 08LA03338 | WQ81285W0P1 | | Apple MacBook 2.4 GHz; 2 GB RAM | X | |
| 08-11894 ✓ | W88152US0P0 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | X | |
| 08LA03324 | WQ81255S0P1 | | Apple MacBook 2.4 GHz; 2 GB RAM | X | |
| 08-11893 ✓ | W88150EP0P0 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | X | |
| 08LA03330 | WQ8129F10P1 | | Apple MacBook 2.4 GHz; 2 GB RAM | X | |
| 04-00173 | G832558LPQL | | APPLE DESKTOP, EMAC G4 | X | |
| 04-00192 | G83255APPQL | | APPLE DESKTOP, EMAC G4 | X | |
| 04-11905 | 7A3480195 | | FARGO CARD PRINTER | X | |
| 91-31250 | 9145782 | | DIGITAL PIANO KAWAI | X | |
| 15-05980 | | | MACBOOK | ~~X~~ | X |

Equipment Transfer / Surplus Approved by: Cellen Stearn Date: 2 17 2016 Released by: ~~Flavia Perez~~ Date: __ / __ / __
Principal / Director (per Policy 3204) Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

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

## Ali Arcese

**From:** Colleen A. Stearn
**Sent:** Thursday, May 25, 2017 3:17 PM
**To:** Ali Arcese
**Cc:** Sally W. Judd; Alvaro Pion; Elsa P. Varipapa; Jonathan Tolentino
**Subject:** Re: Cross Creek 3222: Audit Response re: MacBook 15-05980

Yes, our updated PNI shows all items removed other than the table and the lap top which we sent the memo for.
Please let me know if you need any additional information.
Thank you.

Colleen Stearn
Principal
Cross Creek School
754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela

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**From:** Ali Arcese
**Sent:** Thursday, May 25, 2017 8:15 AM
**To:** Colleen A. Stearn
**Cc:** Sally W. Judd; Alvaro Pion; Elsa P. Varipapa; Jonathan Tolentino
**Subject:** RE: Cross Creek 3222: Audit Response re: MacBook 15-05980

Good morning Colleen,

Any new updates? Please advise. Thank you.

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

---

**From:** Colleen A. Stearn
**Sent:** Thursday, May 4, 2017 11:58 AM
**To:** Ali Arcese <ali.arcese@browardschools.com>
**Cc:** Sally W. Judd <sally.judd@browardschools.com>; Alvaro Pion <alvaro.pion@browardschools.com>; Elsa P. Varipapa <elsa.varipapa@browardschools.com>; Jonathan Tolentino <jonathan.tolentino@browardschools.com>
**Subject:** Re: Cross Creek 3222: Audit Response re: MacBook 15-05980

Hi Ali,

I was able to get access to her CAB, but did not find pertinent documents. I have not obtained access to her outlook.

Flavia, then contacted me and suggested I get copies of paperwork directly from B Stock as she was confident the items were accounted for.

Thanks for your assistance.

Colleen Stearn
Principal
Cross Creek School
754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela

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**From:** Ali Arcese
**Sent:** Thursday, May 4, 2017 8:20:58 AM
**To:** Colleen A. Stearn
**Cc:** Sally W. Judd; Alvaro Pion; Elsa P. Varipapa; Jonathan Tolentino
**Subject:** RE: Cross Creek 3222: Audit Response re: MacBook 15-05980

Good morning Colleen,

The last time we spoke, you were trying to gain access to Flavia's email. Did you find what you were looking for? Please advise. Thank you.

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

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**From:** Elsa P. Varipapa
**Sent:** Friday, April 28, 2017 2:55 PM
**To:** Ali Arcese <ali.arcese@browardschools.com>; Jonathan Tolentino <jonathan.tolentino@browardschools.com>
**Cc:** Colleen A. Stearn <colleen.stearn@browardschools.com>; Sally W. Judd <sally.judd@browardschools.com>; Alvaro Pion <alvaro.pion@browardschools.com>
**Subject:** Cross Creek 3222: Audit Response re: MacBook 15-05980

Attached please find the audit response regarding MacBook Pro 15-05980

**Elsa Varipapa, Office Manager/BSC Liaison**
**Confidential to Colleen Stearn, Principal**
Cross Creek School
1010 NW 31st Avenue
Pompano Beach, FL 33069
Ph: 754-321-6450/Fax: 754-321-6490
elsa.varipapa@browardschools.com

crosscreek.browardschools.com

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



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**From:** Lexmark_MFP@browardschools.com <Lexmark_MFP@browardschools.com>
**Sent:** Friday, April 28, 2017 3:00 PM
**To:** Elsa P. Varipapa
**Subject:** Scan from Ofce Mgr.

**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**

January 11, 2018

TO: Ann Conway
Task Assigned, Chief Auditor

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

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE –FY 2017-18**
**CROSS CREEK SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2017-18 property and inventory audit for Cross Creek 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 the area(s) cited.
- 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 principal will submit **semi-annual** Property and Inventory audit report to the Office of School Performance & Accountability through OSPA Central database. Additionally, all discrepancies will be reported in writing to Capital Assets and the Office of the Chief Auditor.
- Principal will review the Business Practice Bulletin O-100 Procedures for Property and Inventory Control to ensure compliance with all procedures. The Business Practice Bulletin will be discussed and reviewed with all members of the Property and Inventory Team to ensure the surplus of equipment is documented and all procedures followed.

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/AS/CS:dh

c: Carletha Shaw, Director, School Performance & Accountability
Colleen Stearn, Principal, Cross Creek School

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

CROSS CREEK SCHOOL
Colleen Stearn, Principal
1010 NW 31st Avenue
754-321-6450
http://crosscreek.browardschools.com/



**DATE:** December 22, 2017

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

**FROM:** Colleen Stearn, Principal, Cross Creek School

**SUBJECT:** **RESPONSE #2 TO FINAL AUDIT REPORT FROM MARCH 8, 2017**

On December 18, 2017, it was requested that Cross Creek School make a second final response to the property and inventory audit held in March 2017. A final response was first requested on October 24, 2017 to which we responded on November 6, 2017 (Attachment 2). Since there has been no change, the same information is included in this memo. Please note also, that an additional final Audit Report for Cross Creek School was sent to Capital Assets on December 15, 2017, by the auditor. In that final report there is a discrepancy in the number of missing items.

This memo is in response to the items listed in the October 24th and December 18th report (Attachment 1a):

Cross Creek had an annual Property and Inventory Audit which concluded with a meeting held on March 8, 2017. Upon completion of the audit, there were 31 items identified as "missing"

Of the 31 items, 7 were accounted for in the following manner:

1) Item was located on campus.
2) Police report for item was provided.
3) Transposed serial number was corrected.

The remaining 24 items, were accounted for by locating the 3290 and sent to Capital Assets which they accepted as documentation for removal.

The current micro-tech, contacted the former micro-tech, in an effort to obtain documentation regarding "missing items." The former micro-tech informed him that she had previously sent all paperwork to Capital Assets and the items should have been removed. She indicated she had also left copies of the paperwork with the Assistant Principal, with notations upon her departure because the items had not yet been removed.

Once all items that were "missing" were located on a 3290's, they were scanned to Capital Assets with a request to remove them, (SEE ATTACHMENT A). The current micro-tech discussed with the auditor that he believed all items were already sent to B-Stock in 2014. I also contacted the former micro-tech and she indicated that supporting emails on following up on the removal of these items may be in her CAB account. In particular, emails to Capital Assets asking for them to be removed as they were picked up by B-Stock.

I indicated that I would attempt to get access to the former micro-tech's CAB and outlook to see if we could locate the emails.

In the interim, the current micro-tech located the 3290's and BSTOCK transfer papers of all items in question in the school PNI files. Sending this information to Capital Assets was our effort to reconcile our inventory during the 30day window of the audit response being due.

The current micro-tech and the media specialist gathered and sent documentation requesting the items be removed, (SEE ATTACHMENTS B).

The current micro-tech was in contact with Capital Assets on multiple occasions explaining that the removal of these items was time sensitive due to our current audit status. Capital Assets continued to indicate that they were in receipt of the needed documents to remove the "missing items", (SEE ATTACHMENT C).

Capital Assets informed us that the items would be removed but they were currently experiencing a high volume of inventory issues and they were not certain if items would be removed during the 30-day response period. They did indicate they would do their best to do so, (SEE ATTACHMENT D). Due to my concern of these not being removed, we initiated contact with the auditor's office, in particular the IAS and disclosed that we were awaiting removal of items from Capital Assets. There was never an attempt to withhold information. Again, we reached out to her office to inform her that we were still waiting for Capital Assets to remove items.

On April 21, 2017 the IAS requested a meeting to review our paperwork. During the meeting she alleged that documents were altered. I assured her that I had absolutely no knowledge of documents being altered. I explained that the items in question had been sent to B-Stock and I was in the process of attempting to reconcile the Inventory. While in the meeting, there was never any discussion of a "standard" regarding the contacting of Capital Assets. I did explain that I was hoping to locate some emails that may show several attempts to have items removed. I was able to get access to the former micro-tech's email on CAB, however no additional supporting documents were located. Therefore, no additional documents were ever submitted.

**On May 1, 2017**, a new Property and Inventory report was pulled and it was noted that all 24 items had been removed. It was at this time, that I assumed all assets had been reconciled.
(SEE ATTACHMENT E)

**On May 15, 2017**, another Property and Inventory was pulled and all items continued to not show on our inventory.
(SEE ATTACHMENT F)

**On May 22, 2017**, another Property and Inventory was pulled and all items continued to be off our inventory.
(SEE ATTACHMENT G)

**On May 25, 2017,** I received an email from IAS, stating that I needed to send all documents that I had sent to Capitol Assets.
(SEE ATTACHMENT H)

**On May 26, 2017, without any further notice or contact made by the IAS, all items were placed back on the PNI.**
(SEE ATTACHMENT I)

**On May 31, 2017,** I sent a Memo to my OSPA director and copied the Chief of OSPA along with all supporting documents that I had sent to Capital Assets. I wanted to inform them of my concern of all items being placed back on the Property and Inventory report,
(SEE ATTACHMENT J).

I contacted the IAS via phone as I was unclear what she was asking for as she had reviewed all documents that were sent to Capital Assets and had copies of all forms when she came to the school. She stated on the phone that I needed to send all documents that I sent to Capital Assets after her visit to the school on April 21, 2017. I informed her that I had not sent any additional documents. Only what had been sent during the 30-day window, which she had copies of. During the phone call, she insisted that I must have sent additional documents after our meeting. I reiterated that I had not. She then stated that she would call Capital Assets to see what I sent as they would have the records. I stated again that at no time were any documents sent to Capital Assets altered by any staff at Cross Creek.

The IAS then asked me why the items were removed. I explained that Capital Assets was in receipt of the needed documents for removal. She raised her voice on the phone and stated that she would be contacting Capital Assets immediately.

Capital Assets was contacted again by me to find out why all items were added back. In an email, we were advised that due to a prior email sent on March 8, 2017 there was an error and items were placed back on our Property and inventory, (SEE ATTACHMENT K). I was then informed that Capital Assets would no longer be permitted to assist with this and IAS was handling it, (SEE ATTACHMENT L). I have not received any correspondence in regards to this until October 24, 2017

After a discussion with my Cadre director on October 20, 2017, regarding the items remaining on my Property and Inventory she directed to send the information again to Capital Assets, (SEE ATTACHEMENT M).

**Corrective Action:**

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

1. Designated members of the inventory team will attend the training when offered titled "Inventory Process and Tips."

2. The principal will review the Business Practice Bulletin with all members of the Inventory Team to include the process for surplussing equipment and the importance of accuracy on the 3290 forms.

3. After a surplus of equipment, the school's designee for property and inventory, in collaboration with administration, will pull a P&I report monthly and compare to ensure items are removed in a timely manner. All discrepancies will be reported to Capital Assets on a monthly basis until the matter is corrected.

At this time, Cross Creek respectfully requests that these items be removed from the Property and Inventory. A high priority to ensure accuracy of all assets will be maintained.

Thank you for your consideration in this matter.

CS:ev

**School Name:** **Cross Creek School 3222**

**Principal:** **Colleen Stearn**

**Address:** **1010 NW 31st Avenue**
**Pompano Beach, FL 33069**

| | |
|---|---|
| Total Number of Items in Inventory: | 454 |
| Total Dollar Cost of Items in Inventory: | $591,036 |
| Total Number of Items Unaccounted for: | 24 |
| Total Dollar Cost of Items Unaccounted for: | $33,747 |
| Total Net Value of Items Unaccounted for: | $0 |
| Percentage of Dollar Cost of Items Unaccounted for: | 5.7% |

## Finding

As a result of the property and inventory audit conducted at Cross Creek School, it was determined that some controls over inventory and fixed assets were out of compliance with the District's policies and procedures.

A review of all property and inventory was performed. Of the 454 assets recorded at the school, 24 items were unaccounted for. During the audit, the school provided the Inventory Audit Specialist (IAS) surplus documents dated 2014. The 3290A Surplus Declaration Transfer Forms were analyzed because they were over two years old. The forms were compared to the original surplus documents received by Accounting and Financial Reporting – Capital Assets (AFRD-CA) to try to determine why the equipment had not been removed from the school's property and inventory list. Discrepancies between the two sets were clearly visible (see Exhibits A, B & C) and it was apparent that the forms provided by the school were altered. The discrepancies included serial number changes, added equipment and incorrect B-Stock Transfer Tickets referenced. These discrepancies reflected the 24 items that are currently unaccounted for. At the conclusion of the audit, an exit conference was held with the Principal. The IAS explained that the altered surplus documents provided during the audit would need to be reviewed by the Property & Inventory Audit Manager and the items remained unaccounted for.

During the 30-day revisit, the Property & Inventory Audit Manager and IAS met with the Principal, Assistant Principal and newly hired Micro-Computer Tech to discuss the altered surplus documents that were provided during the audit. The Principal requested additional time to inquire about the altered surplus documents because she believed that the previous Micro-Computer Tech tried to correct the errors in the past and the emails containing that information were within the previous

**(Cross Creek School continued)**

Micro-Computer Tech's email account. It was never disclosed by the Principal and/or Assistant Principal during this meeting that the documents that were being discussed had recently been submitted to AFRD-CA in an attempt to have the equipment removed from the District's Master File database (see Exhibit D). The Property & Inventory Audit Manager granted the Principal additional time to research the matter. On May 4, 2017, the Property & Inventory Audit Manager requested an update from the Principal. The Principal stated, "I was able to get access to her CAB email, but did not find pertinent documents. I have not obtained access to her Outlook" (see Exhibit E). On May 25, 2017, the Property & Inventory Audit Manager requested a second update. The Principal stated, "Yes, our updated PNI shows all items were removed other than the table and the laptop which we sent the memo for were removed from the inventory." The Property & Inventory Audit Manager requested that the Principal provide the documentation that was submitted to AFRD-CA to have the equipment removed. The Property & Inventory Audit Manager expected the Principal to provide documentation that had been discovered when she gained access to the previous Micro-Computer Tech's Outlook email account. The Principal contacted the Property and Inventory Audit Manager and explained that documentation had not been submitted to AFRD-CA.

In order to determine how the 24 items were removed from the District's Master File database, the Property & Inventory Audit Manager requested that AFRD-CA provide all records associated with the removal of the equipment. It was discovered that a Cross Creek School employee emailed the altered surplus documents to AFRD-CA on March 10, 2017, along with the Preliminary Property Audit Missing List Report that had been provided to the Principal during the exit conference (see Exhibit A,B, and C). Copied on the email were the Principal and Assistant Principal. As a standard, locations are asked not to submit any documentation to AFRD-CA during an audit. In addition, the exit documentation signed by the Principal stated that all remaining unaccounted for items required physical verification by the IAS when the return reconciliation visit would be scheduled with the administrator. If an item had been identified as salvaged, a copy of the original signed & dated surplus declaration form (3290A) and the removal authorization form (B-Stock Transfer Ticket/approved vendor) should have been forwarded with the response. On March 31, 2017, AFRD-CA removed the equipment from the Master File database using the copies of the 3290A Surplus Declaration Transfer Forms that had been provided via email. The District's established internal controls require that AFRD-CA only process original documents. When AFRD-CA processed the altered forms, the department was out of compliance. AFRD-CA acknowledged that this was done in error and subsequently the department reinstated the 24 records. The surplus

**(Cross Creek School continued)**

documents were amended in an attempt to clear the audit findings identified during the physical inventory. Most importantly, it is unclear what happened to all of the equipment that is considered unaccounted for.

An internal control weakness has been identified with the school's surplus process. The school displayed weaknesses in the controls of safeguarding tangible personal property. The school should have been conducting 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 of fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets.

On November 16, 2017, the Chief Auditor and Property and Inventory Audit Manager met with the Superintendent of Schools and the Chief Officer of School Performance and Accountability to discuss this property and inventory audit. The Chief Information Officer was asked to join the meeting as additional resources were requested to be provided by the Information and Technology Department to ensure that the surplus process is improved using current technology. During the meeting, the need for the replacement of three reports that were discontinued when SAP Assets Module was implemented was discussed. The (OptiSpool) reports identified asset activities and were used by schools when performing their semi-annual inventory. Also discussed during the meeting was the need to transition to paperless processes by using the newly implemented SAP Assets Module and creating a workflow system within SAP for inventory control. The Information & Technology Department has scheduled a meeting with departments that play a role in the surplus process. The efficiency of the inventory process will be discussed to develop a better process of accountability.

## 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 that a semi-annual inventory of all assets is completed 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

**(Cross Creek School continued)**

the designated property team member(s) to ensure compliance with all procedures. The following internal control areas require improvement.

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

- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.

- Any corrections required to asset record(s) should be promptly reported to AFRD-CA. The property custodian should immediately notify AFRD-CA if any discrepancies are noted, so they can be corrected in a timely manner.

- 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.

- During the property and inventory audit period, changes to asset records should not be processed/approved by administration; instead, should be provided to the Inventory Audit Specialist for the reconciliation of all assets. The only exception to this rule is the movement of Exceptional Student Learning equipment, which is allowable during a property and inventory audit.

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

**Cross Creek School 3222**
**Equipment Unaccounted for**

**Finding 1** **Missing Equipment (Surplus forms provided by the school were altered from the original received by Accounting and Financial Reporting - Capital Assets)**

**Areas out of Compliance**

Business Practice Bulletin O-100: Procedure for Property and Inventory Control

(F) Surplus of Tangible Personal Property

(2)The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.

(4)The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to the Manager, Material Logistics at the Warehouse.

(5)The Warehouse will arrange to pick-up the tangible personal property designated for surplus from the applicable location. A work order document will be provided to the property custodian at each location to certify removal activity.

(9)The property custodian should verify that the property records have been removed from the PNI811 report by running the report in SAP.

| | BPI NUMBER | Warehouse DESCRIPTION | HISTORICAL COST | ALLOWABLE DEPRECIATION[1] | VALUE | Management Response |
|---|---|---|---|---|---|---|
| 1 | 06-84195 | Computer, Dell Star System | $ 2,863.30 | $ 2,863.30 | $ - | Surplused |
| 2 | 05LA03836 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 3 | 05LA03844 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 4 | 05LA03846 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 5 | 05LA03847 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 6 | 05LA03857 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 7 | 05LA22943 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 8 | 05LA22948 | Apple-Refresh Laptop | $ 1,395.62 | $ 1,395.62 | $ - | Surplused |
| 9 | 05-36202 | DELL DESKTOP PENTIUM 4 W/17" | $ 1,318.00 | $ 1,318.00 | $ - | Surplused |
| 10 | 05-30947 | APPLE, IBOOK G4 COMBO | $ 1,239.00 | $ 1,239.00 | $ - | Surplused |
| 11 | 05-30951 | APPLE,IBOOK G4 COMBO | $ 1,239.00 | $ 1,239.00 | $ - | Surplused |
| 12 | 04-01214 | APPLE, DESKTOP EMAC G4 | $ 1,390.00 | $ 1,390.00 | $ - | Surplused |
| 13 | 04-00181 | APPLE DESKTOP, EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 14 | 04-00182 | APPLE DESKTOP, EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 15 | 04-00183 | APPLE DESKTOP, EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 16 | 04-00189 | APPLE DESKTOP, EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 17 | 04-00200 | APPLE DESKTOP, EMAC G4 | $ 1,100.30 | $ 1,100.30 | $ - | Surplused |
| 18 | 03-00557 | COMPUTER,MAC EMAC G4 | $ 1,523.00 | $ 1,523.00 | $ - | Surplused |
| 19 | 03-00564 | COMPUTER,MAC EMAC G4 | $ 1,523.00 | $ 1,523.00 | $ - | Surplused |
| 20 | 03-00573 | APPLE DESKTOP, EMAC G4 | $ 1,523.00 | $ 1,523.00 | $ - | Surplused |
| 21 | 03-00574 | COMPUTER,MAC EMAC G4 | $ 1,523.00 | $ 1,523.00 | $ - | Surplused |
| 22 | 01-19835 | COMPUTER, MAC IMAC | $ 1,583.86 | $ 1,583.86 | $ - | Surplused |
| 23 | 01-10182 | COMPUTER, MAC IMAC | $ 1,195.86 | $ 1,195.86 | $ - | Surplused |
| 24 | 98-09180 | PRINTER, LEXMARK OPTRA S 1250 | $ 1,555.50 | $ 1,555.50 | $ - | Surplused |

| | |
|---|---|
| Total Historical Cost of Property unaccounted for as of May 23, 2017 | $ 33,747.36 |
| [1]Total Accumulated Depreciation as of May 23, 2017 | $ 33,747.36 |
| 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*
*[2] High-risk items unaccounted for*

# B-Stock Transfer

Transfer # **27481**

Cafeteria #

1020

Date Created: **12/16/2016** Date Closed:

Number of 3290A Attachments: **2**

Number of Other Attachments:

Issuing Location: **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
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:
DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Gaylord Box of Surplus Technology Items-SEE 3290A FORMS | Inc |

Drop off Box
Come back To
Pick up. ~~[illegible]~~
Same day!



Requested By:
Released By: FLAVIA PEREZ F. Perez Date: 12/20/16
Received By: Date:
Delivered By: Anthony Retford 12 20 16

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

# 27481

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

1 of 2 PAGES

☑ SURPLUS (Principal / Director authorization signature required)

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

2017 JUN 13 AM 10:19

**Submit Surplus/Transfer Form to B-stock**

Removal Assistance Required ☐ YES ☐ NO

Issuing Location # 3222
Location Name Cross Creek School
Contact Name Flavio Ramirez
Phone # 754-317-6477

Receiving Location # 9000
Location Name B-Stock
Contact Name
Phone # 754-321-2550

| SPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 05-11892 ✓ | W8814HAX0P9 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | | X |
| 05-11890 ✓ | W8814HAX0P9 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | | |
| 05-A01335 | WQ91285QQP1 | | Apple MacBook 2.4 GHz 2 GB RAM | | |
| 05-LA22902 | H153298SSFB | | Apple-Refresh Laptop | | |
| 05-LA22925 | H153298SSFB | | Apple-Refresh Laptop | | |
| 05-11901 ✓ | W8815QFAUP9 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | | |
| 05-11899 ✓ | W8814HCN0P9 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | | |
| 05-[illegible] | W87245GYA2 | | APPLE MACBOOK 1.83GHZ W CD RW DVD [illegible] | | |
| [illegible] ✓ | W8815056JPX | | LAPTOP, APPLE MACBOOK | | |
| 05-[illegible] | LV[illegible]PBRAM | | BOOK 13" LAPTOP | | |

Equipment Transfer Status Approved by: Cathie [illegible] Date 6/9/2006 Released by: ~~[illegible]~~ Date
Principal / Director (per Policy 3204) Please Print Name, Title

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

Itemized Delivery to: Date
Please Print Name, Title

Form 3298A
Rev. 07/08 Pick-Up Verification document from a SBBC approved removal agent should be retained for Audit Purposes as well (SURPLUS)





Exhibit A

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

2 of 2 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 #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Perez
Phone #: 954-537-6177

Receiving Location #:
Location Name: B-stock
Contact Name:
Phone #: 321-2950

| BPI Number (Refer to Asset Record download as needed) | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| [illegible] | WQN1255W0JP1 | | Apple MacBook 2.1GHz, 2GB RAM | X | |
| [illegible] ✓ | WSK1525[illegible] | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | X | |
| [illegible] | WQ01255S0JP1 | | Apple MacBook 2.1GHz, 2GB RAM | X | |
| [illegible] ✓ | WSK150E[illegible] | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | X | |
| [illegible] | WQ01250J0JP1 | | Apple MacBook 2.1GHz, 2GB RAM | X | |
| [illegible] | G932559LPQL | | APPLE DESKTOP, PMAC G4 | X | |
| 04-20192 | G 2325 S APL 4 | | APPLE DESKTOP, EMAC G4 | X | |
| 04-11905 | 7 A 3480 1956 | | FARGO CARD PRINTER | X | |
| 91-31250 | 9145727 | | DIGITAL PIANO KAWAI | X | |
| 15-05966 | | | MacBook | X | |

Equipment Transfer / Surplus Approved by: [illegible] Principal / Director per Policy 3240 Date: [illegible] 2014 Released by: ~~Name/Title~~ Date
Please Print Name, Title

Receipt of Transfer Acknowledged by: Principal / Director per Policy 3240 Date:

Removal Delivered by: Please Print Name, Title Date:

Form 3240A
Rev. 07/09

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





Exhibit A

First column numbers are in reference to the documentation provided on the enclosed pages.

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

**Location # 3222**

| | BPI | Description | Class | Cost | Serial Number | GR Number | Acquired Date | | Room_Number |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | Battery, APC 2200 Backup | | | JS1112035985 | | | | Item Located in Room 120E, Photos are providede with enclosed Documentation. |

| | BPI | Description | Class | Cost | Serial Number | GR Number | Acquired Date | | Room_Number |
|---|---|---|---|---|---|---|---|---|---|
| 2 | 16-01980 | ZEBRA SERIES 3 PRINTER | 046 | 1,595.00 | CL65017536 | 583987 | 12/11/15 | | Wrong serial number assigned on PNI811. Correct SN: 23152900245 |
| 3 | 15-05980 | APPLE MACBOOK PRO 13" | 044 | 1,329.00 | C02PVXSZFVH3 | 551350 | 06/25/15 | PENDING | Surplused item on 12/20/16 TF: 27481 |
| 4 | 13-02402 | APPLE MACBOOK PRO 13" 2.5GHZ 13" | 044 | 1,511.00 | C02JHMSSDTY3 | 343495 | 12/21/12 | PP BRONGUIE WALDEN | Laptop under PP, Laptop's Pictures are provided in enclosed Doc. |
| 5 | 11-81087 | LAMINATOR, GBC PINNACLE 27 | 046 | 1,455.44 | WC00041H | 171013 | 09/16/10 | | Stolen Item on 1/26/2015, Police Report provided with enclosed Documentation |
| 6 | 06-84195 | Computer, Dell Star System | 044 | 2,863.30 | 8L4WK91 | PC-3 | 08/11/05 | | Surplused item on 12/20/16 T: 27481 |
| 7 | 05LA03836 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531G4HSEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 8 | 05LA03844 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531GZ5SEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 8 | 05LA03846 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531HV4SEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 8 | 05LA03847 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531J7JSEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 8 | 05LA03857 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H5326Q7SEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 7 | 05LA22943 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H5329NYSEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 8 | 05LA22948 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H5356KSSEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 6 | 05-36202 | DELL DESKTOP PENTIUM 4 W/17" | 044 | 1,318.00 | 1TVFV51 | 010199 | 11/08/04 | | Surplused item on 12/20/16 T: 27481 |
| 9 | 05-30947 | APPLE, IBOOK G4 COMBO | 044 | 1,239.00 | UV4353QRRAP | 168816 | 10/04/04 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 7 | 05-30951 | APPLE,IBOOK G4 COMBO | 044 | 1,239.00 | UV4353LQRAP | 168816 | 10/04/04 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 9 | 04-01214 | APPLE, DESKTOP EMAC G4 | 044 | 1,390.00 | YM316UN1NM2 | 063408 | 07/29/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 10 | 04-00181 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260JLPQL | 062755 | 07/23/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 10 | 04-00182 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260KPPQL | 062755 | 07/23/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 10 | 04-00183 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260LCPQL | 062755 | 07/23/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 10 | 04-00189 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260JPPQL | 062755 | 07/23/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 10 | 04-00200 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83257SRPQL | 062755 | 07/23/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 9 | 03-00557 | COMPUTER,MAC EMAC G4 | 044 | 1,523.00 | G8224E1TN54 | 970954 | 07/18/02 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 9 | 03-00564 | COMPUTER,MAC EMAC G4 | 044 | 1,523.00 | G8224E0SN54 | 970954 | 07/18/02 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 11 | 03-00573 | APPLE DESKTOP, EMAC G4 | 044 | 1,523.00 | G8224E3XN54 | 970954 | 07/18/02 | PENDING | Surplused item on 11/25/14 T: 23145 |

7/1/06 MM/BE **Page: 1**



Exhibit A

**Location # 3222**

| | BPI | Description | Class | Cost | Serial Number | GR Number | Acquired Date | | Room_Number |
|---|---|---|---|---|---|---|---|---|---|
| 10 | 03-00574 | COMPUTER,MAC EMAC G4 | 044 | 1,523.00 | G8224DXWN54 | 970954 | 07/18/02 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 9 | 01-19835 | COMPUTER, MAC IMAC | 044 | 1,583.86 | RN1120XZKLB | 840128 | 04/30/01 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 9 | 01-10182 | COMPUTER, MAC IMAC | 044 | 1,195.86 | XA03902QJV8 | 793330 | 10/31/00 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 12 | 01-01875 | TABLE, ROUND 60 INCH | 035 | 1,563.22 | NONE | 754381 | 07/28/00 | | Surplused item on 06/03/16 T: 26092 |
| 11 | 98-09180 | PRINTER, LEXMARK OPTRA S 1250 | 044 | 1,555.50 | 11-FZ967 | 572642 | 07/28/98 | | Surplused item on 02/02/16 3290A |
| 13 | 86-27822 | CABINET B/G W/TOOLS FOUNDRY | 016 | 3,310.00 | NONE | 47201 | 05/09/86 | | Located in Room 222, Pictures provided in enclosed Doc. |

## Audit Review Details

**Items not verified as of:** 3/8/2017

**Total:** 11 **Valued at:** $44,511.02

1. If the item located was allocated by property pass, a copy of that property pass must be forwarded with your response. The item will require physical verification by the Inventory Audit Specialist when a return reconciliation visit is scheduled with the administrator.

2. If an item is identified as salvaged, a copy of the original signed & dated surplus declaration form (3[illegible]) and the removal authorization form (B-stock / approved vendor) must be forwarded with your response.

3. Invoice documentation must be submitted with the 30 day response for items requiring serial # corrections/modification.

Colleen Shaw 4/12/17

Principal/Department Director Date

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







Exhibit A

6

# B-Stock Transfer

Transfer # 27481

Cafeteria #

Date Created 12/16/2016 Date Closed

Number of 3290A Attachments 2

Number of Other Attachments

Issuing Location 3222
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax (754)321-6450 (754)321-6490
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
DRIVER TAKE EMPTY BOX AT TIME OF PICK UP

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| | | | 1 | Gaylord Box of Surplus Technology Items SEE 3290a FORMS | inc |



Requested By

Released By Date

Received By Date

Delivered By

Originator **Celina King**

Written changes to this form MUST be initiated by school administrator.

Top Copy to B Stock Second Copy to Financial Reporting Third Copy to Issued Department

Page 1 of 1

6

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

1 of 6 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 #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6177

Receiving Location #: 9615B
Location Name: B Stock
Contact Name: Ted
Phone #: [illegible]

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 13 00006 | C1MHVW4BUT53 | | APPLE MACBOOK PRO 17" 2.8GHZ 13 DISPLAY | | X |
| 04-01216 / 05-39638 | JEMAC 2HKY 86L | | DELL MONITOR | X | |
| 05-36202 | 17VFV 51 | | DELL DESKTOP WT MONITOR | | |
| [illegible] | 9L4WK9 | | Computer Dell | | |

Equipment Transfer / Surplus Approved by: [illegible] Date: 2 12 16 Released by: FLAVIA RAMIREZ Date: __ / __ / __
Principal / Director (per Policy 3204) Please Print Name, Title
MICRO-TECH

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

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

Form 3290A
Rev 07/08

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



Exhibit A

Exhibit B

# B-Stock Transfer

Date Created: **12/16/2014** Date Closed:

Number of 3290A Attachments: **3**

Number of Other Attachments:

## Transfer # 23320

Cafeteria #

RECEIVED
2015 FEB 11 AM 10: 25
CENTRAL WAREHOUSE

Issuing Location **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Ana Garcia/Flavia Ramirez**

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

Check if unable to complete ☐ Reason:
Kiln still in classroom,disconnected, will need pallet to remove.

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Surplus Computer/Technology Box | Inc |
| 2 | | | 8 | Miscellaneous AV Equipment-See Attached 3290A Forms | Inc |
| 3 | | | 1 | Kiln-Bring Pallet to remove | Inc |

* KILN IS DISCONNECTED AND READY FOR PICKUP.



Completed By Surplus Warehouse
Date 3/5/15
Initials: LG

Requested By: **Ana Garcia**
Released By: Helen Alvarado Date: 3-5-15
Received By: C. Hardy Date: 3-5-15
Delivered By:

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

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

TK 23320

1 of 1 PAGES

[X] SURPLUS (Principal / Director authorization signature required)

[ ] TRANSFER (both losing and receiving Principal / Director authorization signatures required)

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Requested [X] YES [ ] NO

Losing Location #: 3323
Location Name: Coral Creek Elem
Contact Name: Ana Garcia
Phone #: 754-321-2100

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

| BPI Number (Refer to Asset Record download as needed) | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | 181107 | CS29H8R | Magnavox TV | | x |
| 181087 | WC00041H | | Lumatron, GBC Pinnacle 27 | | x |
| | 11CPAV62 | Sentegal | 6AB Wheelchair | X | |
| | C4B029HD | MGA8E | Panasonic Boking Controller | X | |
| | 700170021 | | Videonics Title Maker | x | |
| | 310639 | 3000 | Videonics Title Maker | x | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Equipment Transfer / Surplus Approved by: Carlos Stevens Date: 12/12/2014 Released by: Ana Garcia Medina Date: 12/12/14
Principal / Director (per Policy 3204) Please Print Name, Title

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

Items Delivered by: _____ Date: __/__/__
Please Print Name, Title

Form 329GA
Rev. 01/08



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

1 OF 1 PAGES

[ ] SURPLUS (Principal / Director authorization signature required)

[X] TRANSFER (both losing and receiving Principal / Director authorization signatures required)

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Requested [X] YES [ ] NO

Losing Location #:
Location Name: Coral Creek Elem
Contact Name: Ana Garcia
Phone #: 754-321-2100

Receiving Location #: 0391
Location Name: Deerfield Park Elementary School
Contact Name: Sandra Long
Phone #: 754-322-0126

| BPI Number (Refer to Asset Record download as needed) | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| | 80051752 | 1800 | 3M Overhead Projector | | |
| | 80097309 | 1800 | 3M Overhead Projector | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Equipment Transfer / Surplus Approved by: Carlos Stevens Date: 12/12/14 Released by: Ana Garcia Medina Date: 12/12/14
Principal / Director (per Policy 3204) Please Print Name, Title Specialist

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

Items Delivered by: _____ Date: __/__/__
Please Print Name, Title

Form 329GA
Rev. 01/08

Exhibit B

First column numbers are in reference to the documentation provided on the enclosed pages

# Broward County Public Schools
## Office of the Chief Auditor
### Property Audit Missing List Report

Location # 3222

| | BPI | Description | Class | Cost | Serial Number | GB Number | Acquired Date | Room_Number |
|---|---|---|---|---|---|---|---|---|
| | | Bonny, APC 2200 Desktop | | | [illegible] | | | |

| | BPI | Description | Class | Cost | Serial Number | GB Number | Acquired Date | Room_Number |
|---|---|---|---|---|---|---|---|---|
| | [illegible] | [illegible] | 044 | 1,595.00 | CK40017536 | 983083 | 12/11/13 | [illegible] |
| | [illegible] | APPLE MACBOOK PRO 13" | 044 | 1,329.00 | C02PW5QFV1D3 | 551356 | 08/25/15 | PENDING |
| | [illegible] | APPLE MACBOOK PRO 13" | 044 | 1,311.00 | C02D1HPE5DT3 | 343405 | 12/2/12 | [illegible] |
| | [illegible] | LAMINATOR, GBC PINNACLE 27 | 046 | 1,055.44 | WC0004111 | 171013 | 09/16/10 | [illegible] |
| | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| 7 | 09LA07846 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H1HG4DE4H | 982825 | 05/22/09 | PENDING |
| 8 | 09LA07847 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H4JG4DB8B | 982889 | 05/22/09 | PENDING |
| 8 | 09LA07846 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H3JHV4SEB | 982865 | 05/22/09 | PENDING |
| 8 | 09LA07844 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H3JH7N5FB | 982865 | 05/22/09 | PENDING |
| 8 | 09LA07845 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H3J8Q7SEB | 982865 | 05/22/09 | PENDING |
| 7 | 09LA22943 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H3J29NYSEB | 982865 | 05/22/09 | PENDING |
| 8 | 09LA22948 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H3J3NAAMEB | 982865 | [illegible] | [illegible] |
| 8 | 05-36202 | DELL DESKTOP PENTIUM 4 W/17" | 044 | [illegible] | [illegible] | [illegible] | 11/08/04 | [illegible] |
| 8 | [illegible] | APPLE IMAC G4 COMBO | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| 7 | 05-10951 | APPLE IBOOK G4 COMBO | 044 | 1,230.00 | [illegible] | [illegible] | 10/04/04 | PENDING |
| 7 | 04-01274 | APPLE DESKTOP EMAC G4 | 044 | [illegible] | [illegible] | [illegible] | 07/29/03 | PENDING |
| 10 | 04-00181 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G0326BLPQL | 062755 | 07/23/03 | PENDING |
| 10 | 04-00182 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G0326BKPPQL | 062753 | 07/23/03 | PENDING |
| 10 | 04-00183 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G0326BLAPQL | 062755 | 07/23/03 | PENDING |
| 10 | 04-00199 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G0326BPPQL | 062752 | 07/23/03 | PENDING |
| 10 | 04-00200 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G0325780PQL | 062753 | 07/23/03 | PENDING |
| 9 | 03-00537 | COMPUTER,MAC EMAC G4 | 044 | 1,323.00 | G0224EA7P54 | 970954 | 07/18/02 | PENDING |
| 9 | 03-00564 | COMPUTER,MAC EMAC G4 | 044 | 1,323.00 | G0224P0N054 | 970954 | 07/18/02 | PENDING |
| 9 | 03-00573 | APPLE DESKTOP, EMAC G4 | 044 | 1,323.00 | G0224F3X054 | 970954 | 07/18/02 | PENDING |

Page 1

Location # 3222

| | BPI | Description | Class | Cost | Serial Number | GB Number | Acquired Date | Room_Number |
|---|---|---|---|---|---|---|---|---|
| 8 | [illegible] | [illegible] | 044 | 1,321.00 | G0224[illegible] | 970954 | [illegible] | [illegible] |
| 8 | [illegible] | [illegible] MAC EMAC | 044 | 1,321.00 | [illegible] | 840679 | 04/10/01 | [illegible] |
| 8 | [illegible] | [illegible] MAC EMAC | 044 | 1,295.86 | [illegible] | 7413 [illegible] | 10/31/00 | [illegible] |
| 8 | [illegible] | TABLE [illegible] | 053 | 1,360.22 | [illegible] | 79-0381 | 07/2[illegible] | [illegible] |
| 8 | [illegible] | PRINTER, IDEMARK OFTRA II 1250 | 044 | 1,359.50 | 11-[illegible] | 972042 | 03/26/98 | [illegible] |
| 8 | [illegible] | CABINET,NETBOOK FORNIGHT | [illegible] | [illegible] | [illegible] | 4776 | 05/09/96 | [illegible] |

## Audit Review Details

Items not verified as of: [illegible]

Total: 31 Valued at: $46,561.45

4. If the item listed was obtained by property pass, a copy of the property pass must be furnished with your response. The item will require physical verification by the Inventory Verify Equipment when a future reconciliation visit is scheduled with the administrator.

5. If an item is identified as sold/used, a copy of the original disposition form (DPM) and the necessary authorization form (DPM) and the necessary authorization form (DPM) must be furnished with your response.

6. Inventory reconciliation must be submitted to the Jr. day response the item regarding serial # verification/reconciliation.

Cynthia Silva [illegible] 4/12/17

Signature Date

*By signature, I certify that I have personally reviewed the accuracy of the information regarding the location of the items listed in this response

Page 2



Exhibit B

Exhibit B

7

# Stock Transfer

Date Created: 12/16/2014 Date Closed:

Transfer # 2332C

Number of 3290A Attachments: 3

Number of Other Attachments:

Cafeteria #

Sending Location 3222
Cross Creek School
1010 NW 31st Ave
Pompano Beach, FL 33069
Phone/Fax: (754)321-6450 / (754)321-6490
Contact: Ana Garcia/Flavia Ramirez

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

Check if unable to complete ☐ Reason:
Kiln still in classroom.disconnected. will need pallet to remove.

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Surplus Computer/Technology Box | Inc |
| 2 | | | 8 | Miscellaneous AV Equipment-See Attached 3290A Forms | Inc |
| 3 | | | 1 | Kiln-Bring Pallet to remove | Inc |



Requested By: Ana Garcia

Released By: Date:

Received By: Date:

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

# ·Stock Transfer

Date Created: **12/16/2014** Date Closed:

Transfer # **23320**

Number of 3290A Attachments: **3**

Cafeteria #

Number of Other Attachments:

'uing Location **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Ana Garcia/Flavia Ramirez**

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

Check if unable to complete ☐ Reason:
Kiln still in classroom,disconnected, will need pallet to remove.

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Surplus Computer/Technology Box | Inc |
| 2 | | | 8 | Miscellaneous AV Equipment-See Attached 3290A Forms | Inc |
| 3 | | | 1 | Kiln-Bring Pallet to remove | Inc |



Requested By: **Ana Garcia**

Released By: Date:

Received By: Date:

Delivered By:

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

**8**

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

18

☑ Surplus property receiving location required.

☐ Transfer from sending and receiving location required.

Transfer Assistance Required ☒ YES ☐ NO

Sending Location: 122
Location Name: Cross Creek School
Contact Name: Flavia Ramsaur
Phone #: 754-321-3299

Receiving Location: 96130
Location Name: B-Stock
Contact Name: Sam Sandberg
Phone #: 954-321-3000

| BPI Number if applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| [illegible] | [illegible] | Black G4 | APPLE-REFRESH LAPTOP |
| [illegible] | [illegible] | Black G4 | APPLE-REFRESH LAPTOP |
| [illegible] | [illegible] | Black G4 | APPLE-REFRESH LAPTOP |
| [illegible] | [illegible] | Black G4 | APPLE-REFRESH LAPTOP |
| [illegible] | [illegible] | Black G4 | APPLE-REFRESH LAPTOP |
| [illegible] | [illegible] | Black G4 | APPLE-REFRESH LAPTOP |
| [illegible] | [illegible] | Black G4 | APPLE, [illegible] |
| [illegible] | [illegible] | Black G4 | APPLE, [illegible] |
| [illegible] | [illegible] | Black G4 | APPLE, [illegible] CUBIC |
| [illegible] | [illegible] | Black G4 | APPLE, [illegible] |
| [illegible] | [illegible] | Black G4 | APPLE-REFRESH LAPTOP |

Equipment Transfer/Surplus Approved By: Cathleen Shain
Principal, Department Head or Designee

Released By: Flavia Ramsaur Date: / /

Transfer Received By: ____ Date: / /

Transfer Delivered By: ____ Date: / /

Form 2323A
Rev. 01/05

Submit Surplus/Transfer Form to B-stock

**7**

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

2.2

☑ Surplus property receiving location required.

☐ Transfer from sending and receiving location required.

Transfer Assistance Required ☒ YES ☐ NO

Sending Location: 122
Location Name: Cross Creek School
Contact Name: Flavia Ramsaur
Phone #: 754-321-3299

Receiving Location: 96130
Location Name: B-Stock
Contact Name: Sam Sandberg
Phone #: 954-321-3000

| BPI Number if applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| [illegible] | [illegible] | Black G4 | APPLE-REFRESH LAPTOP |
| [illegible] | [illegible] | Black G4 | APPLE-REFRESH LAPTOP |
| [illegible] | [illegible] | Black G4 | APPLE-REFRESH LAPTOP |
| [illegible] | [illegible] | Black G4 | APPLE, [illegible] CUBIC DRIVE, 12" [illegible] |
| | 21[illegible]75 | 8L91 | Scanned |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Equipment Transfer/Surplus Approved By: Cathleen Shain
Principal, Department Head or Designee

Released By: Flavia Ramsaur Date: / /

Transfer Received By: ____ Date: / /

Transfer Delivered By: ____ Date: / /

Form 2323A
Rev. 01/05

Submit Surplus/Transfer Form to B-stock





Exhibit B

# B-Stock Transfer

Transfer # 23145

Date Created: 11/3/2014

Date Closed:

Number of 3290A Attachments: 4

Number of Other Attachments:

Cafeteria #

| Issuing Location 3222 | Receiving Location 9613B |
|---|---|
| Cross Creek School | B-Stock Warehouse |
| 1010 NW 31st Ave | 6501 NW 15th Ave |
| Pompano Beach, FL 33069 | Fort Lauderdale, FL 33309 |
| Phone/Fax: (754)321-6450 / (754)321-6490 | Phone/Fax: (754)321-2850 / (754)321-2886 |
| Contact: Flavia Ramirez | Contact: B-Stock |

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |

*11-6-14 Drop off 2 PC Boxes Call when Ready for Pick Up!!*



Completed By Surplus Warehouse
Date: 12/9/14
Initials: TLO

F. Ramirez 11/24/14

Requested By: Flavia Ramirez
Released By: Flavia Ramirez (X) FLAVIA — Date: 11-6-14
Received By: Rudy, TRK 3788 — Date: 11-6-14
Delivered By: Harry Rodgers — 11-25-14

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock --- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

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

1 OF 1 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 #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ken Jerding
Phone #: 754-321-2850

| | BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|---|
| 1239.00 | 05-30953 | UV4353R8RAP | | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY | | ✓ |
| 1395.62 | 05LA22930 | 4H5327RESEB | | Apple-Refresh Laptop | | ✓ |
| 1976.98 | 03-01454 | UV224Z0PN65 | | COMPUTER, LAPTOP MAC I BOOK | | ✓ |
| 1523.00 | 03-00579 | G8224E5PN54 | | COMPUTER,MAC EMAC G4 | | ✓ |
| 1680.80 | 01-10186 | XA03926GJVA | | COMPUTER, MAC IMAC | | ✓ |
| 1680.86 | 01-10208 | XA0391JWJVA | | COMPUTER, MAC IMAC | | ✓ |
| 1100.30 | 04-00194 | G83259Q1PQL | | APPLE DESKTOP, EMAC G4 | | ✓ |
| 1100.30 | 04-00202 | G83260J0PQL | | APPLE DESKTOP, EMAC G4 | | ✓ |
| 1390.00 | 04-01217 | YM3179Z6NM2 | | APPLE, DESKTOP EMAC G4 | | ✓ |
| 1390.00 | 04-01215 | YM316UQ3NM2 | | APPLE, DESKTOP EMAC G4 | | ✓ |

T-73145

Equipment Transfer / Surplus Approved by: Colleen Shaw. Date: 6 / 9 / 14
Principal / Director (per Policy 3204)

Released by: Flavia Ramirez Micro Tech Date: 6 / 9 / 14
Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

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

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2 OF 9 PAGES

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

☑ *SURPLUS (Principal / Director authorization signature required)

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

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required ☐ YES ☒ NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

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

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 03-00986 | UV2210J8LQ3 | | COMPUTER, LAPTOP MAC G3 | X | |
| 05-46313 | UV44900FSD0 | | APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8 | | X |
| 04-00209 | UV3221Z9PBN | | APPLE, IBOOK G3 | | X |
| 05-46310 | UV44900BSD0 | | APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8 | | X |
| 05-30948 | UV4353Q1RAP | | APPLE,IBOOK G4 COMBO DRIVE/12"DISPLAY | X | |
| [redacted] | [redacted] | | [redacted] | X | |
| 05-30949 | UV4353S7RAP | | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY | X | |
| 04-81118 | UV32556UNDF | | APPLE IBOOK 12.1 | X | |
| 04-00207 | UV3222I1PBN | | APPLE, IBOOK G3 | | X |
| 04-00210 | UV3221MDPBN | | APPLE, IBOOK G3 | | X |

2223.36
1721.50
1836.95
1721.50
1239.00
1239.00
1022.75
1836.95
1836.95

T-83145

Original B-Stock Transfer Ticket 28145 provided to AFRD-CA

Equipment Transfer / Surplus Approved by: Callen [illegible] Date: 06 / 09 / 2014 Released by: Flavia Ramirez - Micro-Tech Date: 6 / 9 / 14
Principal / Director (per Policy 3204) Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

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

BOARD APPROVED 3-11-15

4 8 4

T# 23145

2 OF 3 PAGES

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

[✓] *SURPLUS (Principal / Director authorization signature required)

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

**Submit Surplus / Transfer Form to B-stock**

Removal Assistance Required [ ] YES [X] NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location #: 6613B
Location Name: B-Stock
Contact Name: Ken Jerding
Phone #: 754-321-2850

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2014 DEC 12 AM 9:04

RECEIVED ACCOUNTING & FINANCIAL REPORTING DEPARTMENT

Original B-Stock Transfer Ticket 23145 provided to AFRD-CA

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | | B-Stock |
|---|---|---|---|---|---|
| 04-00180 | G832559GPQL | | APPLE DESKTOP, EMAC G4 | | X |
| 04-00204 | G83259Q4PQL | | APPLE DESKTOP, EMAC G4 | | X |
| 03-00568 | G8224E1XN54 | | COMPUTER,MAC EMAC G4 | | X |
| 03-00571 | G8222667N54 | | COMPUTER,MAC EMAC G4 | | X |
| 04-00176 | G83260L4PQL | | APPLE DESKTOP, EMAC G4 | | X |
| 05-30950 | V4353SJRAP | | APPLE,IBOOK G4 COMBO DRIVE/12"DISPLAY | X | |
| 05-86024 | UV437PCFRAM | | IBOOK 14.1 LAPTOP | | X |
| 05-86023 | UV437PC6RAM | | IBOOK 14.1 LAPTOP | | X |
| 04-00212 | UV322212PBN | | APPLE, IBOOK G3 | | X |
| 05-30954 | UV4353SFRAP | | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY | | X |

1100.30
1100.30
1523.00
1523.00
1100.30
1239.00
1721.00
1721.50
1836.95
1239.00

Equipment Transfer / Surplus Approved by: Callen Shea Date: 6 / 9 / 14
Principal / Director (per Policy 3204)

Released by: Flavia Ramirez - Micro Tech Date: 6 / 9 / 14
Please Print Name, Title

COMPLETED
PNI 571
Date 1/5/15
Initials

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

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

Form 3290A
Rev. 07/08

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

2
29

Exhibit C

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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#: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location: 9613B
Location Name: B-Stock
Contact Name: Ken Jerdin
Phone #: 754-321-2850

Original B-Stock Transfer Ticket 23-45 provided to AFRD-CA

| | BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|---|
| 1100.30 | 04-00196 | G83257RDPQL | | APPLE DESKTOP, EMAC G4 |
| 1100.30 | 04-00195 | G83255DAPQL | | COMPUTER DESKTOP, EMAC G4 |
| 1100.30 | 04-00190 | G83255C4PQL | | APPLE DESKTOP, EMAC G4 |
| 1100.30 | 04-00184 | G83260KVPQL | | APPLE DESKTOP, EMAC G4 |
| 1680.86 | 01-10180 | XA0391HCJVA | | COMPUTER, MAC IMAC |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

T23145

Equipment Transfer/Surplus Approved By: Colleen Shelly
*Principal, Department Head or Designee*

Released By: Flavia Ramirez Micro-Tech Date: 09 / 19 / 14

Transfer Received By: _____ Date ___/___/___

Transfer Delivered By: _____ Date ___/___/___

Form #3290A
Rev. 01/05

**Submit Surplus/Transfer Form to B-stock**

First column numbers are in reference to the documentation provided on the enclosed pages.

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

**Location # 3222**

| | BPI | Description | Class | Cost | Serial Number | GR Number | Acquired Date | | Room_Number |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | Battery, APC 2200 Backup | | | JS1112035985 | | | | Item Located in Room 120E, Photos are provdede with enclosed Documentation. |

| | BPI | Description | Class | Cost | Serial Number | GR Number | Acquired Date | | Room_Number |
|---|---|---|---|---|---|---|---|---|---|
| 2 | 16-01980 | ZEBRA SERIES 3 PRINTER | 046 | 1,595.00 | CL65017536 | 583887 | 12/11/15 | | Wrong serial number assigned on PN811. Correct S/N: Z3J152900245 |
| 3 | 15-05980 | APPLE MACBOOK PRO 13" | 044 | 1,329.00 | C02PVXSZFVH3 | 551350 | 06/25/15 | PENDING | Surplused item on 12/20/16 TF: 27481 |
| 4 | 13-02402 | APPLE MACBOOK PRO 13" 2.5GHZ 13" | 044 | 1,511.00 | C02JHMSSDTY3 | 343495 | 12/21/12 | PP BRONGUIE WALDEN | Laptop under PP, Laptop's Pictures are provided in enclosed Doc. |
| 5 | 11-81087 | LAMINATOR, GBC PINNACLE 27 | 046 | 1,455.44 | WC00041H | 171013 | 09/16/10 | | Stolen Item on 1/26/2015, Police Report provided with enclosed Documentation. |
| 6 | 06-84195 | Computer, Dell Star System | 044 | 2,863.30 | 8L4WK91 | PC-3 | 08/11/05 | | Surplused Item on 12/20/16 T: 27481 |
| 7 | 05LA03836 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531G[illegible]HSEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 8 | 05LA03844 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H53[illegible]GZ5SEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 8 | 05LA03846 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531HV4SEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 8 | 05LA03847 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531J7JSEB | 002005 | 07/22/05 | PENDING | Surplused Item on 03/05/15 T: 23320 |
| 8 | 05LA03857 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H5326Q7SEB | 002005 | 07/22/05 | PENDING | Surplused Item on 03/05/15 T: 23320 |
| 7 | 05LA22943 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H5329NYSEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 8 | 05LA22948 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H5356KSSEB | 002005 | 07/22/05 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 6 | [illegible] | DELL DESKTOP PENTRUM 4 WIN | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | | Surplused item on 12/20/16 T: 27481 |
| 9 | 05-30947 | APPLE, IBOOK G4 COMBO | 044 | 1,239.00 | UV4353QRRAP | 168816 | 10/04/04 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 7 | 05-30951 | APPLE IBOOK G4 COMBO | 044 | 1,239.00 | UV4353LQRAP | 168816 | 10/04/04 | PENDING | Surplused item on 03/05/15 T: 23320 |
| 9 | 04-01214 | APPLE, DESKTOP EMAC G4 | 044 | 1,390.00 | YM316UN1NM2 | 063408 | 07/29/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 10 | 04-00181 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260JLPQL | 062755 | 07/23/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 10 | 04-00182 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260KPPQL | 062755 | 07/23/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 10 | 04-00183 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260LCPQL | 062755 | 07/23/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 10 | 04-00189 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260JPPQL | 062755 | 07/23/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 10 | 04-00200 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83257SRPQL | 062755 | 07/23/03 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 9 | 03-00557 | COMPUTER,MAC EMAC G4 | 044 | 1,523.00 | G8224E1TN54 | 970954 | 07/18/02 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 9 | 03-00564 | COMPUTER,MAC EMAC G4 | 044 | 1,523.00 | G8224E0SN54 | 970954 | 07/18/02 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 11 | 03-00573 | APPLE DESKTOP, EMAC G4 | 044 | 1,523.00 | G8224E3XN54 | 970954 | 07/18/02 | PENDING | Surplused item on 11/25/14 T: 23145 |

**Location # 3222**

| | BPI | Description | Class | Cost | Serial Number | SO Number | Required Date | | Room_Number |
|---|---|---|---|---|---|---|---|---|---|
| 10 | 03-00574 | COMPUTER,MAC EMAC G4 | 044 | 1,523.00 | G8224DXWN54 | 970954 | 07/18/02 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 9 | 01-19835 | COMPUTER, MAC IMAC | 044 | 1,583.86 | RN1120XZKLB | 840128 | 04/30/01 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 9 | 01-10182 | COMPUTER, MAC IMAC | 044 | 1,195.86 | XA03902QJV8 | 793330 | 10/31/00 | PENDING | Surplused item on 11/25/14 T: 23145 |
| 12 | 01-01875 | TABLE, ROUND 60 INCH | 035 | 1,563.22 | NONE | 754381 | 07/28/00 | | Surplused item on 06/03/16 T: 26092 |
| 11 | 98-09180 | PRINTER, LEXMARK OPTRA S 1250 | 044 | 1,555.50 | 11-FZ967 | 572642 | 0[illegible]/28/98 | | Surplused item on 02/02/16 1290A |
| 13 | 86-27822 | CABINET B/G W/TOOLS FOUNDRY | 016 | 3,310.00 | NONE | 47201 | 0[illegible]/09/86 | | Located in Room 222, Pictures provided in enclosed Doc. |

## Audit Review Details

**Items not verified as of:** 3/8/2017

**Total:** 31 **Valued at:** $44,511.02

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

Principal/Department Director — Date 4/[illegible]/17

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

9

# B-Stock Transfer

Date Created: 11/3/2014 Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Flavia Ramirez**

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

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |



11/24/14

Requested By: **Flavia Ramirez** Flavia Ramirez

Released By: Date:

Received By: Date:

Delivered By: Harry Kaufman 11-25-14

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

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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: 5222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-1477

Receiving Location: 9901B
Location Name: B-Stock
Contact Name: Ken Jeddi
Phone #: 754-321-2850

| BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| 04-00196 | G83257RDFQJ | | APPLE DESKTOP EMAC G4 |
| 04-00193 | G83255DAFQJ | | COMPUTER DESKTOP EMAC G4 |
| 04-00190 | G83255C4FQJ | | APPLE DESKTOP EMAC G4 |
| 04-00184 | G83260KVFQJ | | APPLE DESKTOP EMAC G4 |
| [illegible] | [illegible] | | [illegible] |
| 05-30947 | UV4353QRRAP | | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY |
| 03-00564 | G8224ECSN54 | | COMPUTER EMAC G4 |
| 03-00557 | G8224E1TN54 | | APPLE DESKTOP EMAC G4 |
| 01-10182 | XA03902QJV8 | | COMPUTER MAC IMAC |
| 01-19835 | RN1120X[illegible] | | COMPUTER MAC IMAC |
| 04-01214 | YM318[illegible]HM2 | | APPLE DESKTOP EMAC G4 |

Equipment Transfer/Surplus Approved By: Colleen Sheehy
Principal, Department Head or Designee

Released By: [illegible] Date: [illegible]

Transfer Received By: Date:

Transfer Delivered By: Date:

Form #3290A
Rev. 01/05

Submit Surplus/Transfer Form to B-stock

10

# B-Stock Transfer

Date Created: 11/3/2014 Date Closed:

Transfer # 23145

Number of 3290A Attachments 4

Number of Other Attachments

Cafeteria #

Issuing Location 3222
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Flavia Ramirez**

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

Check if unable to complete [ ] Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |



11/24/14

Requested By: **Flavia Ramirez** Flavia Ramirez

Released By: Date:

Received By: Date:

Delivered By: Tracy Rapport 11-25-14

Originator: **Kent Jenning**

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**

10

☑ Surplus (only issuing location required)

☐ Transfer (both issuing and Receiving location Required)

Transfer Assistance Required ☒ YES ☐ NO

Issuing Location# 3222
Location Name CROSS CREEK SCHOOL
Contact Name FLAVIA RAMIREZ
Phone # 754-321-6477

Receiving Location 9618
Location Name B STOCK
Contact Name KEN HERDING
Phone # 754-321-2850

| BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| 04-00181 | G83260JLPQL | | APPLE DESKTOP EMAC G4 |
| 04-00182 | G83260KPPQL | | APPLE DESKTOP EMAC G4 |
| 04-00183 | G83260LCPQL | | APPLE DESKTOP EMAC G4 |
| 04-00189 | G83260JPPQL | | APPLE DESKTOP EMAC G4 |
| 04-00200 | G83257SRPQL | | APPLE DESKTOP EMAC G4 |
| 03-00574 | G8224DXWN54 | | COMPUTER DESKTOP EMAC G4 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Equipment Transfer/Surplus Approved By Colleen Shean
*Principal, Department Head or Designee*

Released By

Date 11/21/17

Transfer Received By

Date / /

Transfer Delivered By

Date / /

Form #3290A
Rev 01/05

**Submit Surplus/Transfer Form to B-stock**

11

# B-Stock Transfer

Date Created: 11/3/2014 Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Flavia Ramirez**

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

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |



F. Ramirez 11/24/14

Requested By: **Flavia Ramirez** Flavia Ramirez

Released By: Date:

Received By: Date:

Delivered By: Harry Rayment 11-25-14

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

11

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

___ OF ___ 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 [X] YES [ ] NO

Issuing Location # 3222
Location Name Citrus Creek School
Contact Name Flavia Ramirez
Phone # 754-321-6477

Receiving Location # 96138
Location Name B-Stock
Contact Name Ken [illegible]
Phone # 754-[illegible]

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 98-09180 | 11-PZ967 | | PRINTER, LEXMARK OPTRA S 1250 | X | |
| 91-31251 | NO SERIAL NUMBER AVAILABLE | | Digital [illegible] | X | |
| 03-00573 | 08224E3XN54 | | COMPUTER DESKTOP, EMAC G4 | X | |
| 01-09 273 | 3505778 | | [illegible] Lexmark Optra M410 | | X |
| | 921 : 5200334 | | [illegible]vision Zenith Model F119A4 | | X |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Equipment Transfer / Surplus Approved by: Cathy [illegible] Date: 2/2/16 Released by: Flavia Ramirez Micro-Tech Date ___ / ___ /
Principal / Director (per Policy 3204) Please Print Name, Title

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

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

Form 3290A
Rev 07-08

Fixed property transfers must have a State approved disposal form attached to receive Fixed Asset Purposes as well (SE RPTS)

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

CROSS CREEK SCHOOL
Colleen Stearn, Principal
1010 NW 31st Avenue
754-321-6450
http://crosscreek.browardschools.com/



**DATE:** November 6, 2017

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

**MEMORANDUM FROM:** Colleen Stearn, Principal, Cross Creek School

**SUBJECT:** RESPONSE TO FINAL AUDIT REPORT FROM MARCH 8, 2017

Cross Creek had an annual Property and Inventory Audit which concluded with a meeting held on March 8, 2017. Upon completion of the audit, there were 31 items identified as "missing".

Of the 31 items, 7 were accounted for in the following manner:

1) Item was located on campus.
2) Police report for item was provided.
3) Transposed serial number was corrected.

The remaining 24 items, were accounted for by locating the 3290 and sent to CA which they accepted as documentation for removal.

The current micro-tech contacted the former micro-tech in an effort to obtain documentation regarding "missing items". The former micro-tech informed the current micro-tech that she had previously sent all paperwork to Capital Assets and the items should have been removed. She indicated she had also left copies of the paperwork with the Assistant Principal, with notations upon her departure because the items had not yet been removed.

Once all items that were "missing" were located on a 3290's, they were scanned to CA with a request to remove them, (SEE ATTACHMENT A). The current micro-tech discussed with the auditor that he believed all items were already sent to BSTOCK in 2014. I also contacted the former micro-tech and she indicated that supporting emails on following up on the removal of these items may be in her CAB account, in particular, emails to CA asking for them to be removed as they were picked up by BSTOCK.

I indicated that I would attempt to get access to the former micro-tech's CAB and outlook to see if we could locate the emails.

In the interim, the current micro-tech located the 3290's and BSTOCK transfer papers of all items in question in the school PNI files. Sending this information to CA was our effort to reconcile our inventory during the 30-day window of the audit response being due.

The current micro-tech and the media specialist gathered and sent documentation requesting the items be removed, (SEE ATTACHMENT B).

The current micro-tech was in contact with Capital Assets on multiple occasions explaining that the removal of these items was time sensitive due to our current audit status. Capital Assets continued to indicate that they were in receipt of the needed documents to remove the "missing items", (SEE ATTACHMENT C).

Capital Assets informed us that the items would be removed but they were currently experiencing a high volume of inventory issues and they were not certain if items would be removed during the 30-day response period. They did indicate they would do their best to do so, (SEE ATTACHMENT D). Due to my concern of these not being removed, we initiated contact with the auditor's office, in particular, the IAS and disclosed that we were awaiting removal of items from Capital Assets. There was never an attempt to withhold information. Again, we reached out to the IAS office to inform her that we were still waiting for CA to remove items.

On April 21, 2017 the IAS requested a meeting to review our paperwork. During the meeting she alleged that documents were altered. I assured her that I had absolutely no knowledge of documents being altered. I explained that the items in question had been sent to BSTOCK and I was in the process of attempting to reconcile the inventory. While in the meeting, there was never any discussion of a "standard" regarding the contacting of Capital Assets. I did explain that I was hoping to locate some emails that may show several attempts to have items removed. I was able to get access to the former micro-tech's email on CAB, however no additional supporting documents were located. Therefore, no additional documents were ever submitted.

**On May 1, 2017**, a new Property and Inventory report was pulled and it was noted that all 24 items had been removed. It was at this time, that I assumed all assets had been reconciled, (SEE ATTACHMENT E).

**On May 15, 2017**, another Property and Inventory was pulled and all items continued to not show on our inventory, (SEE ATTACHMENT F).

**On May 22, 2017**, another Property and Inventory was pulled and all items continued to be off our inventory, (SEE ATTACHMENT G).

**On May 25, 2017,** I received an email from IAS stating that I needed to send all documents that I had sent to Capitol Assets, (SEE ATTACHMENT H).

**On May 26, 2017, without any further notice or contact made by the IAS, all items were placed back on the PNI,** (SEE ATTACHMENT I).

**On May 31, 2017,** I sent a Memo to my OSPA director and copied the Chief of OSPA along with all supporting documents that I had sent to CA. I wanted to inform them of my concern of all items being placed back on the Property and Inventory report, (SEE ATTACHMENT J).

I contacted the IAS via phone as I was unclear what she was asking for as she had reviewed all documents that were sent to CA and had copies of all forms when she came to the school. She stated on the phone that I needed to send all documents that I sent to CA after her visit to the school on April 21, 2017. I informed her that I had not sent any additional documents, only what had been sent during the 30-day window, which she had copies of. During the phone call, she insisted that I must have sent additional documents after our meeting. I reiterated that I had not. She then stated that she would call CA to see what I sent as they would have the records. I stated again that at no time were any documents sent to CA altered by any staff at Cross Creek.

The IAS then asked me why the items were removed. I explained that CA was in receipt of the needed documents for removal. She raised her voice on the phone and stated that she would be contacting CA immediately.

CA was contacted again by me to find out why all items were added back. In an email, we were advised that due to a prior email sent on March 8, 2017 there was an error and items were placed back on our Property and Inventory, (SEE ATTACHMENT K). I was then informed that CA would no longer be permitted to assist with this and IAS was handling it, (SEE ATTACHMENT L). I have not received any correspondence in regards to this until October 24, 2017.

After a discussion on with my Cadre director on October 20, 2017, regarding the items remaining on my Property and Inventory, she directed me to send the information again to Capital Assets, (SEE ATTACHEMENT M).

**Corrective Action:**

As a result of this audit finding, the following Property and Inventory controls have been implemented:

1. Designated members of the Inventory Team will attend the training when offered titled "Inventory Process and Tips."

2. The principal will review the Business Practice Bulletin with all members of the Inventory Team to include the process for surplussing equipment and the importance of accuracy on the 3290 forms.

3. After a surplus of equipment, the school's designee for Property and Inventory, in collaboration with administration, will pull a P&I report monthly and compare to ensure items are removed in a timely manner. All discrepancies will be reported to Capital Assets on a monthly basis until the matter is corrected.

At this time, Cross Creek respectfully requests that these items be removed from their Property and Inventory. A high priority to ensure accuracy of all assets will be maintained.

Thank you for your consideration in this matter.

ATTACHMENT A

3

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

___ OF ___ 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 [X] YES [ ] NO

Issuing Location #: 3223
Location Name: Cross Creek School
Contact Name: Flavia Perez
Phone #: 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ted
Phone #: 321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 08LA03338 | WQ81285W0P1 | | Apple MacBook 2.4 GHz; 2 GB RAM | X | |
| 08-11894 | WS8152US0P0 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | X | |
| 08LA03324 | WQ81255S0P1 | | Apple MacBook 2.4 GHz; 2 GB RAM | X | |
| 08-11893 | WS8150EP0P0 | | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | X | |
| 08LA03330 | WQ8129F10P1 | | Apple MacBook 2.4 GHz; 2 GB RAM | X | |
| 04-00173 | GS32558LPQL | | APPLE DESKTOP, EMAC G4 | X | |
| 04-11405 | 7A3480125 | | Zamp Lard printer | X | |
| 21-31252 | [illegible] | | Digital piano Kawai | X | |
| 15-05980 | Beyond Commercial Furniture | | Macbook | X | |

Equipment Transfer / Surplus Approved by: [signature] Date: 2-11-24 Released by: Flavia Perez Date: __/__/__
Principal / Director (per Policy 3204) — Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

Attachment H

# B-Stock Transfer

Transfer # **27481**

Cafeteria #

Issuing Location **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact:

Date Created: **12/16/2016** Date Closed:

Number of 3290A Attachments: **2**

Number of Other Attachments:

**3**

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:
DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Gaylord Box of Surplus Technology Items-SEE 3290a FORMS | Inc |

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

Page 1 of 1

6

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

1 of 6 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 #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ted
Phone #: 321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 13-00006 | C1MHVWABDTY3 | | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | | X |
| ~~04-01276~~ | EMAC | | Dell MONITOR | X | |
| 05-39638 | 2MKY861 | | | | |
| 05-36202 | 1TVFV51 | | Dell Desktop WT MONITOR | | |
| | | | | | |
| | | | | | |
| 50-84195 | 8L4WK91 | | Computer Dell | | |

Equipment Transfer / Surplus Approved by: [signature] Date: 2-12-16
Principal / Director (per Policy 3204)

Released by: FLAVIA RAMIREZ Date: __/__/__
Please Print Name, Title
MICRO-TECH

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

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

Form 3290A
Rev. 07/08

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

Attachment A

# B-Stock Transfer

Transfer # **27481**

Cafeteria #

Issuing Location **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact:

Date Created: **12/16/2016** Date Closed:

Number of 3290A Attachments: **2**

Number of Other Attachments:

**6**

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:
DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Gaylord Box of Surplus Technology Items-SEE 3290a FORMS | Inc |

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

Page 1 of 1

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2.2

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

T23322

☑ Surplus (only issuing location required.)

☐ Transfer (both issuing and Receiving location Required.)

Transfer Assistance Required ☒ YES ☐ NO

Issuing Location#: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location: 9613B
Location Name: B-Stock
Contact Name: Ken Kerding
Phone #: 754-321-2850

| BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| 05LA22921 | 4H531DQVSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA22943 | 4H5329NYSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA03836 | 4H531G4HSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05-30951 | UV4353LQRAP | iBook G4 | APPLE,IBOOK G4 COMBO DRIVE/12"DISPLAY |
| | 818845 | QL501 | SCANNER |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Equipment Transfer/Surplus Approved By: Carlen Shaw
*Principal, Department Head or Designee*

Released By: Flavia Ramirez Date: ___/___/___

Transfer Received By: _____ Date ___/___/___

Transfer Delivered By: _____ Date ___/___/___

Form #3290A
Rev. 01/05

**Submit Surplus/Transfer Form to B-stock**

Attachment A

# Stock Transfer

Date Created: **12/16/2014** Date Closed:

7

Transfer # **23320**

Number of 3290A Attachments: **3**

Cafeteria #

Number of Other Attachments:

'uing Location **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Ana Garcia/Flavia Ramirez**

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

Check if unable to complete ☐ Reason:
Kiln still in classroom,disconnected, will need pallet to remove.

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Surplus Computer/Technology Box | Inc |
| 2 | | | 8 | Miscellaneous AV Equipment-See Attached 3290A Forms | Inc |
| 3 | | | 1 | Kiln-Bring Pallet to remove | Inc |

Requested By: **Ana Garcia**

Released By: Date: 3 - 5 -

Received By: Date:

Delivered By:

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Attachment A

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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#: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location: 9613B
Location Name: B-Stock
Contact Name: Ken Kerding
Phone #: 754-321-2850

| BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| 05LA03857 | 4H5326Q7SEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA03847 | 4H531J7JSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA03846 | 4H531HV4SEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA03844 | 4H531GZ5SEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA22948 | 4H5356KSSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 05LA03859 | 4H5327RWSEB | iBook G4 | APPLE-REFRESH LAPTOP |
| 04-00208 | UV32221VPBN | iBook G4 | APPLE, IBOOK G3 |
| 05-86022 | UV437PCCRAM | iBook G4 | APPLE, IBOOK G3 |
| 05-46312 | UV44900LSD0 | iBook G4 | APPLE, IBOOK G4 COMBO |
| 04-00211 | UV3221MKPBN | iBook G4 | APPLE, IBOOK G3 |
| 05LA03861 | 4H5328B9SEB | iBook G4 | APPLE-REFRESH LAPTOP |

Equipment Transfer/Surplus Approved By: [signature]
*Principal, Department Head or Designee*

Released By: Flavia Ramirez Date: 2/23/15

Transfer Received By: _____ Date ___/___/___

Transfer Delivered By: _____ Date ___/___/___

Form #3290A
Rev. 01/05

**Submit Surplus/Transfer Form to B-stock**

Attachment A

8

# Stock Transfer

Date Created: **12/16/2014** Date Closed:

Transfer # **23320**

Number of 3290A Attachments: **3**

Cafeteria #

Number of Other Attachments:

Issuing Location **3222**
**Cross Creek School**
**1010 NW 31st Ave**
**Pompano Beach, FL 33069**
Phone/Fax: **(754)321-6450 / (754)321-6490**
Contact: **Ana Garcia/Flavia Ramirez**

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

Check if unable to complete ☐ Reason:
Kiln still in classroom,disconnected, will need pallet to remove.

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 1 | Surplus Computer/Technology Box | Inc |
| 2 | | | 8 | Miscellaneous AV Equipment-See Attached 3290A Forms | Inc |
| 3 | | | 1 | Kiln-Bring Pallet to remove | Inc |

Requested By: **Ana Garcia**

Released By: Date:

Received By: Date:

Delivered By:

Originator: **Kent Jerding**

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

Attachment H

T: 3/14
2/15

3/4

9

# 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#: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone #: 754-321-6477

Receiving Location: 9613B
Location Name: B-Stock
Contact Name: Ken Jerding
Phone #: 754-321-2850

| BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| 04-00196 | G83257RDPQL | | APPLE DESKTOP, EMAC G4 |
| 04-00195 | G83255DAPQL | | COMPUTER DESKTOP, EMAC G4 |
| 04-00190 | G83255C4PQL | | APPLE DESKTOP, EMAC G4 |
| 04-00184 | G83260KVPQL | | APPLE DESKTOP, EMAC G4 |
| 01-10180 | XA0391HCJVA | | COMPUTER, MAC IMAC |
| 05-30947 | UV4353QRRAP | | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY |
| 03-00564 | G8224E0SN54 | | COMPUTER, EMAC G4 |
| 03-00557 | G8224E1TN54 | | APPLE DESKTOP, EMAC G4 |
| 01-10182 | XA03902QJV8 | | COMPUTER, MAC IMAC |
| 01-19835 | RN1120XZKLB | | COMPUTER, MAC IMAC |
| 04-01214 | YM316UN1NM2 | | APPLE DESKTOP, EMAC G4 |

Equipment Transfer/Surplus Approved By: Colleen Sheehy
*Principal, Department Head or Designee*

Released By: Flavia Ramirez Micro-Tech Date: 09 / 19 / 14

Transfer Received By: ____ Date ___/___/___

Transfer Delivered By: ____ Date ___/___/___

Form #3290A
Rev. 01/05

**Submit Surplus/Transfer Form to B-stock**

Attachment A

# B-Stock Transfer

9

Date Created: 11/3/2014 Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222
Cross Creek School
1010 NW 31st Ave
Pompano Beach, FL 33069
Phone/Fax: (754)321-6450 / (754)321-6490
Contact: Flavia Ramirez

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

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |

11-6-14 Drop off 2 PC Boxes [illegible]

12/9/14

F. Ramirez 11/24/14

Requested By: Flavia Ramirez Flavia Ramirez

Released By:

Received By: [illegible] Date:

Delivered By: Harry Rodriguez Date: 11-25-14

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

ATTACHMENT F

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

23145

☑ Surplus (only issuing location required.)

☐ Transfer (both issuing and Receiving location Required.)

Transfer Assistance Required ☒ YES ☐ NO

**10**

Issuing Location#: 3222
Location Name: CROSS CREEK SCHOOL
Contact Name: FLAVIA RAMIREZ
Phone #: 754-321-6477

Receiving Location: 9613B
Location Name: B-STOCK
Contact Name: KEN JERDING
Phone #: 754-321-2850

| BPI Number If applicable | Serial Number | Model Number | Equipment Description |
|---|---|---|---|
| 04-00181 ✓ 11 ✓ | G83260JLPQL | | APPLE DESKTOP, EMAC G4 |
| 04-00182 ✓ 12 ✓ | G83260KPPQL | | APPLE DESKTOP, EMAC G4 |
| 04-00183 ✓ 13 ✓ | G83260LCPQL | | APPLE DESKTOP, EMAC G4 |
| 04-00189 ✓ 14 ✓ | G83260JPPQL | | APPLE DESKTOP, EMAC G4 |
| 04-00200 ✓ 15 ✓ | G83257SRPQL | | APPLE DESKTOP, EMAC G4 |
| 03-00574 ✓ 16 ✓ | G8224DXWN54 | | COMPUTER DESKTOP, EMAC G4 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Equipment Transfer/Surplus Approved By: Colleen Steelen
*Principal, Department Head or Designee*

Released By: 11/

Date: 11/21/17

Transfer Received By: _____ Date ___/___/___

Transfer Delivered By: _____ Date ___/___/___

Form #3290A
Rev. 01/05

**Submit Surplus/Transfer Form to B-stock**

Attachment #

10

# B-Stock Transfer

Date Created: 11/3/2014 Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222
Cross Creek School
1010 NW 31st Ave
Pompano Beach, FL 33069
Phone/Fax: (754)321-6450 / (754)321-6490
Contact: Flavia Ramirez

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

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |

11-6-14 Drop off 2 PC Boxes [illegible]

12/9/14

F. Ramirez 11/24/14

Requested By: Flavia Ramirez Flavia Ramirez

Released By:

Received By: [illegible] TRF 3-28 Date:

Delivered By: Harry Rampersad Date: 11-25-14

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock --- Second Copy to Financial Reporting --- Third Copy to School/Department

Page 1 of 1

Attachment A

11

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

___ OF ___ 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 [X] YES [ ] NO

Issuing Location #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Ramirez
Phone # 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ken Jerding
Phone # 754-321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 98-09180 | 11-FZ967 | | PRINTER. LEXMARK OPTRA S 1250 | X | |
| 91-31251 / | NO SERIAL NUMBER AVAILABLE | | Digital Piano. Kawai | X | |
| 03-00573 V | G8224E3XN54 | | COMPUTER DESKTOP. EMAC G4 | X | |
| 01-09-273 | 2505778 | | Printer. Lexmark Optra M410 | | X |
| | 921-15200334 | | Television. Zenith Model F1194W | | X |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

Released by: Flavia Ramirez/Micro-Tech Date: ___ / ___ / ___
Please Print Name, Title

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

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

Form 3290A
Rev 07/08

* Pick-Up Verification Document from a SBBC approved removal agent should be retained for Audit Purposes as well (SC RPLCS)

Attachment A

11

# B-Stock Transfer

Date Created: 11/3/2014 Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222
Cross Creek School
1010 NW 31st Ave
Pompano Beach, FL 33069
Phone/Fax: (754)321-6450 / (754)321-6490
Contact: Flavia Ramirez

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

Check if unable to complete ☐ Reason:

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| 1 | | | 2 | Surplus Computer/Technology Box | Inc |
| 2 | | | 29 | Miscellaneous Technology Items-See Attached 3290A Forms | Inc |

11-6-14 Drop off 2 PC Boxes [illegible]

12/9/14

F. Ramirez 11/24/14

Requested By: Flavia Ramirez Flavia Ramirez

Released By:

Received By: [illegible] Date:

Delivered By: Harry Rampersad Date: 11-25-14

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

Top Copy to B-Stock ---- Second Copy to Financial Reporting ---- Third Copy to School/Department

Page 1 of 1

Attachment A

12

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

1 OF 1 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 #: 3222
Location Name: Cross Creek School
Contact Name: Flavia Perez
Phone #: 754-321-6477

Receiving Location #: 9613B
Location Name: B-Stock
Contact Name: Ted
Phone #: 321-2850

| BPI Number *Refer to Asset Record download as needed* | Serial Number | Model Number | Equipment Description | Obsolete | Broken |
|---|---|---|---|---|---|
| 01-01875 | Not Available | | 60" Round Table | | X |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Equipment Transfer / Surplus Approved by: Carlos Flores Date: __ / __ / __
Principal / Director (per Policy 3204)

Released by: Flavia Perez Date: __ / __ / __
Please Print Name, Title

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

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

Form 3290A
Rev. 07/08

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

Attachment A

# B-Stock Transfer

Date Created: [illegible] 2016 | Date Closed: [illegible]

Transfer # 26092 | 90A Attachments 18

Cafeteria # | Other Attachments

12

Issuing Location 3222
Cross Creek School
1010 NW 31st Ave
Pompano Beach, FL 33069
Phone Fax (754)321-6450 (754)321-5490
Contact:

[illegible] 3227
A Assets Inc
[illegible]00 Charles Street
Longwood, FL [illegible]750
[illegible] 407)749-7030 407)749-0787

Check if unable to complete | Reason

| Line # | BPI # | Serial # | Qty | Item Description | Status |
|---|---|---|---|---|---|
| [illegible] | | | [illegible] | Laptop Computer | [illegible] |
| [illegible] | | | [illegible] | IMAC EMAC [illegible] Co[illegible] | [illegible] |
| [illegible] | | | | Printers | [illegible] |
| 4 | | | [illegible] | TV | [illegible] |
| [illegible] | | | 15 | Miscellaneous AVE [illegible] | [illegible] |
| [illegible] | | | | [illegible] TABLE | |

COMPLETED
[illegible]

Requested By Kent Jerding
Released By [illegible] | [illegible] RAMIREZ | Date [illegible]
Received By [illegible] | [illegible] LNA | Date [illegible]
Delivered By

Originator Celina King

Written changes to this form MUST be initialed by school admins

[illegible] Copy to B Stock | Second Copy to Financial Re[illegible]ming | Third [illegible]

Attachment B

Page 1 of 4

# Re: Surplus and Transfer

Laura M. Walker

Wed 3/8/2017 12:11 PM

To Ana D. Garcia <ana.d.garcia@browardschools.com>;

Hi Ms. Garcia,
The BPI 01-01875 has useful life remaining, If you have paper from metrology stating they are beyond economical repair. please forward it
Thank you

---

**From:** Ana D. Garcia
**Sent:** Wednesday, March 8, 2017 9:49 AM
**To:** Laura M. Walker
**Cc:** Colleen A. Stearn; Sally W. Judd; Alvaro Pion
**Subject:** Surplus and Transfer

Good morning Laura,
Last December our tech Flavia Perez was in correspondence with you in reference to various B-Stock Transfers that had been picked up but were still in out PNI.
In her correspondence with her and it was my understanding that you indicated that everything that had been picked up would be taken off of our school's inventory.
In checking our latest the present and the items are still in our PNI. Two examples of this are
BPI# 01-01875 which I submitted to capital assets both by email and hard copy and it has never been removed and 04-00200 with a T-23144.
Could you please look into these discrepancies?
Thanking you in advance,

Ana Díaz de Arce García
Media Specialist
Cross Creek School
1010 NW 31st Avenue
Pompano Beach, Fl 33069
Ph: 754-321-6481/F:754-321-6490
ana.d.garcia@browardschools.com

"The more that you read, the more things you will know. The more that you learn, the more places you'll go." Dr. Seuss

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

Attachment B

Page 2 of 4

# Re: Surplus

Laura M. Walker

Tue 3/21/2017 3:34 PM

To:Ana D. Garcia <ana.d.garcia@browardschools.com>;

Hi Ms. Garcia,
They are on the Surplus spreadsheet that will be loaded at the end of the month..
Thank

---

**From:** Ana D. Garcia
**Sent:** Tuesday, March 21, 2017 2:21 PM
**To:** Laura M. Walker
**Subject:** Re: Surplus

Ms. Walker,
Here are some of the numbers: 05-30947, 04-00181, 05LA03847, 03-00564.
These numbers are from different 3290s.
Thank you for doing this, I really appreciate it.
Ana

---

**From:** Laura M. Walker
**Sent:** Tuesday, March 21, 2017 12:51 PM
**To:** Ana D. Garcia
**Subject:** Re: Surplus

Hi Ms. Garcia,
Thank you for the explanation i will give to my boss for approval.. Please send me one of the BPI#'s listed on the 3290 and i will check to see if it was processed.

---

**From:** Ana D. Garcia
**Sent:** Tuesday, March 21, 2017 12:40 PM
**To:** Laura M. Walker
**Cc:** Colleen A. Stearn; Sally W. Judd; Alvaro Pion
**Subject:** Surplus

Good afternoon Ms. Walker,
In reference to BPI 01-01875, table, round 60 inch, when the merger between
Sunset and Cross Creek took place, we received many items including the table in question. The table was in ill shape, broken and we did not need it. It was in storage in our school until it was surplus and sent to b-stock last June 2016.

Can you tell me anything on the rest of the items that were sent to be deleted from our PNI?

Our audit was over two weeks ago and we only have a short time to clear things up.
I would appreciate your response on this matter at your earliest convenience.

Thanking you in advance,
Ana García

Ana Díaz de Arce García
Media Specialist
Cross Creek School
1010 NW 31st Avenue
Pompano Beach, Fl 33069
Ph: 754-321-6481/F:754-321-6490
ana.d.garcia@browardschools.com

*"The more that you read, the more things you will know. The m[illegible]*

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

Attachment C

*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 this 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.*

**From:** Alvaro Pion
**Sent:** Wednesday, March 29, 2017 9:32 AM
**To:** Laura M. Walker
**Subject:** Fw: Surplus

Mrs. Walker, sorry to be such a pain, I just need to know if all the items on the list we sent you will be taken off at the end of the month, just want to confirm this with you.
Thank you

**Alvaro Pion**
M.C.T Specialist
1010 NW 31st Ave.
Pompano Beach, FL 33069
754-321-6477
alvaro.pion@browardschools.com

CROSS CREEK SCHOOL

*Under Florida law, e-mail addresses, and all forms of 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 this 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.*

**From:** Laura M. Walker
**Sent:** Wednesday, March 29, 2017 9:26 AM
**To:** Alvaro Pion
**Subject:** Re: Surplus

Mr. Pion,

They are scheduled to come off the end of the month.
Thank you

Laura Walker

**From:** Alvaro Pion
**Sent:** Tuesday, March 28, 2017 3:54 PM
**To:** Laura M. Walker
**Subject:** Surplus

Mrs. Walker, may I get an update on our school surplus items list.
Thank you

**Alvaro Pion**
M.C.T Specialist
1010 NW 31st Ave.
Pompano Beach, FL 33069
754-321-6477
alvaro.pion@browardschools.com

**CROSS CREEK SCHOOL**



**From:** Alvaro Pion
**Sent:** Tuesday, March 14, 2017 2:31 PM
**To:** Ana D. Garcia

# Re: Surplus Items

Laura M. Walker

Mon 4/3/2017 12:29 PM

To Ana D. Garcia <ana.d.garcia@browardschools.com>;

Hi Ms. Garcia,
The surplus will be uploaded soon. I don't have a new date because someone else handles that part of the process. I want to say sometime this week but not for sure.
Thank you for your patience
Laura Walker

---

**From:** Ana D. Garcia
**Sent:** Monday, April 3, 2017 12:10 PM
**To:** Laura M. Walker
**Cc:** Colleen A. Stearn; Sally W. Judd; Alvaro Pion
**Subject:** Surplus Items

Ms. Walker,
I just printed that last PNI dated 3/31/17 and the items that were submitted with the proper documentation for removal from the PNI are still showing as part of our inventory.
On a previous email to me, you indicated that they would be removed by the end of the month.
Do you have a new date of when they will be removed? Our deadline for the audit to clear these items is at the end of the week. So it is very important that this is resolved.
I believe that all the paperwork (3290's) that was submitted to capital assets shows when these items were sent to surplus and picked up by them.
I really would appreciate you attention and quick response.
Thanking you in advance,

Ana Díaz de Arce García
Media Specialist
Cross Creek School
1010 NW 31st Avenue
Pompano Beach, Fl 33069
Ph: 754-321-6481/F:754-321-6490
ana.d.garcia@browardschools.com

*"The more that you read, the more things you will know. The more that you learn, the more [illegible]*

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

Attachment E

# UPDATED CHANGED FIXED ASSETS REPORT

## MAY 1, 2017

## SHOWS PROPERTY AUDIT MISSING LIST ITEMS "MOVED TO SURPLUS"

F

```
:-----------------------------------------------------------------------------------------------------------------------------------
: FPC954C  05/01/17 13:53          T H E   S C H O O L   B O A R D   O F   B R O W A R D   C O U N T Y                  PAGE    1
:                                                   CHANGED FIXED ASSETS REPORT
: LOCN:  3222                                                  PNI954C
:-----------------------------------------------------------------------------------------------------------------------------------
|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                                                 |                                          |
:-----------------------------------------------------------------------------------------------------------------------------------
  01-10182  03/31/17     THE CONDITION HAS CHANGED>>>>>>>>FROM:  G
  XA03902QJV8                                                   TO:  P
*********************************************************************************************************************************
  01-10182  03/31/17     THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222                                   ITEM MOVED TO SURPLUS
  XA03902QJV8                                                   TO:  S999
*********************************************************************************************************************************
  01-10182  03/31/17     THE OLD LOCATION HAS CHANGED>>>>>FROM:
  XA03902QJV8                                                   TO:  3222
*********************************************************************************************************************************
  01-19835  03/31/17     THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
  RN1120XZKLB                                                   TO:  P
*********************************************************************************************************************************
  01-19835  03/31/17     THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222                                   ITEM MOVED TO SURPLUS
  RN1120XZKLB                                                   TO:  S999
*********************************************************************************************************************************
  01-19835  03/31/17     THE OLD LOCATION HAS CHANGED>>>>>FROM:
  RN1120XZKLB                                                   TO:  3222
*********************************************************************************************************************************
  03-00557  03/31/17     THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
  G8224E1TN54                                                   TO:  P
*********************************************************************************************************************************
  03-00557  03/31/17     THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222                                   ITEM MOVED TO SURPLUS
  G8224E1TN54                                                   TO:  S999
*********************************************************************************************************************************
  03-00557  03/31/17     THE OLD LOCATION HAS CHANGED>>>>>FROM:
  G8224E1TN54                                                   TO:  3222
*********************************************************************************************************************************
  03-00564  03/31/17     THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
  G8224E0SN54                                                   TO:  P
*********************************************************************************************************************************
  03-00564  03/31/17     THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222                                   ITEM MOVED TO SURPLUS
  G8224E0SN54                                                   TO:  S999
*********************************************************************************************************************************
  03-00564  03/31/17     THE OLD LOCATION HAS CHANGED>>>>>FROM:
  G8224E0SN54                                                   TO:  3222
*********************************************************************************************************************************
  03-00573  03/31/17     THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
  G8224E3XN54                                                   TO:  P
*********************************************************************************************************************************
  03-00573  03/31/17     THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222                                   ITEM MOVED TO SURPLUS
  G8224E3XN54                                                   TO:  S999
*********************************************************************************************************************************
```

F

```
:-----------------------------------------------------------------------------------------------------------------------------------
: FPC954C  05/01/17 13:53          T H E   S C H O O L   B O A R D   O F   B R O W A R D   C O U N T Y                    PAGE    2
:                                                   CHANGED FIXED ASSETS REPORT
: LOCN:  3222                                              PNI954C
:-----------------------------------------------------------------------------------------------------------------------------------
|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                                                |                                           |
:-----------------------------------------------------------------------------------------------------------------------------------
   03-00573  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
   G8224E3XN54
*********************************************************************************************************************************
                                                                  TO:  3222
   03-00574  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   G8224DXWN54
*********************************************************************************************************************************
                                                                  TO:  P
   03-00574  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   G8224DXWN54
*********************************************************************************************************************************
                                                                  TO:  S999                                ITEM MOVED TO SURPLUS
   03-00574  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
   G8224DXWN54
*********************************************************************************************************************************
                                                                  TO:  3222
   04-00181  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   G83260JLPQL
*********************************************************************************************************************************
                                                                  TO:  P
   04-00181  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   G83260JLPQL
*********************************************************************************************************************************
                                                                  TO:  S999                                ITEM MOVED TO SURPLUS
   04-00181  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
   G83260JLPQL
*********************************************************************************************************************************
                                                                  TO:  3222
   04-00182  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   G83260KPPQL
*********************************************************************************************************************************
                                                                  TO:  P
   04-00182  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   G83260KPPQL
*********************************************************************************************************************************
                                                                  TO:  S999                                ITEM MOVED TO SURPLUS
   04-00182  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
   G83260KPPQL
*********************************************************************************************************************************
                                                                  TO:  3222
   04-00183  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   G83260LCPQL
*********************************************************************************************************************************
                                                                  TO:  P
   04-00183  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   G83260LCPQL
*********************************************************************************************************************************
                                                                  TO:  S999                                ITEM MOVED TO SURPLUS
   04-00183  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
   G83260LCPQL
*********************************************************************************************************************************
                                                                  TO:  3222
   04-00189  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   G83260JPPQL
*********************************************************************************************************************************
                                                                  TO:  P
*********************************************************************************************************************************
```

E

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:-----------------------------------------------------------------------------------------------------------------------------------
: FPC954C  05/01/17 13:53          T H E   S C H O O L   B O A R D   O F   B R O W A R D   C O U N T Y                    PAGE    3
:                                                  CHANGED FIXED ASSETS REPORT
: LOCN:  3222                                          PNI954C
:-----------------------------------------------------------------------------------------------------------------------------------
|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                                                |                                          |
:-----------------------------------------------------------------------------------------------------------------------------------
   04-00189  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   G83260JPPQL                                                  TO:  S999                                  ITEM MOVED TO SURPLUS
*********************************************************************************************************************************
   04-00189  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
   G83260JPPQL                                                  TO:  3222
*********************************************************************************************************************************
   04-00200  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   G83257SRPQL                                                  TO:  P
*********************************************************************************************************************************
   04-00200  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   G83257SRPQL                                                  TO:  S999                                  ITEM MOVED TO SURPLUS
*********************************************************************************************************************************
   04-00200  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
   G83257SRPQL                                                  TO:  3222
*********************************************************************************************************************************
   04-01214  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   YM316UN1NM2                                                  TO:  P
*********************************************************************************************************************************
   04-01214  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   YM316UN1NM2                                                  TO:  S999                                  ITEM MOVED TO SURPLUS
*********************************************************************************************************************************
   04-01214  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
   YM316UN1NM2                                                  TO:  3222
*********************************************************************************************************************************
   05-30947  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   UV4353QRRAP                                                  TO:  P
*********************************************************************************************************************************
   05-30947  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   UV4353QRRAP                                                  TO:  S999                                  ITEM MOVED TO SURPLUS
*********************************************************************************************************************************
   05-30947  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
   UV4353QRRAP                                                  TO:  3222
*********************************************************************************************************************************
   05-30951  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   UV4353LQRAP                                                  TO:  P
*********************************************************************************************************************************
   05-30951  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   UV4353LQRAP                                                  TO:  S999                                  ITEM MOVED TO SURPLUS
*********************************************************************************************************************************
   05-30951  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
   UV4353LQRAP                                                  TO:  3222
*********************************************************************************************************************************
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: FPC954C  05/01/17 13:53          T H E   S C H O O L   B O A R D   O F   B R O W A R D   C O U N T Y                    PAGE    4
:
: LOCN:  3222                                   CHANGED FIXED ASSETS REPORT
:                                                        PNI954C
:-----------------------------------------------------------------------------------------------------------------------------------
|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                                                   |                                          |
:-----------------------------------------------------------------------------------------------------------------------------------
   05-36202  03/31/17     THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   1TVFV51                                                     TO:  P
*************************************************************************************************************************************
   05-36202  03/31/17     THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   1TVFV51                                                     TO:  S999                                ITEM MOVED TO SURPLUS
*************************************************************************************************************************************
   05-36202  03/31/17     THE OLD LOCATION HAS CHANGED>>>>>FROM:
   1TVFV51                                                     TO:  3222
*************************************************************************************************************************************
   05-39638  03/31/17     THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   6B8PTF1                                                     TO:  P
*************************************************************************************************************************************
   05-39638  03/31/17     THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   6B8PTF1                                                     TO:  S999                                ITEM MOVED TO SURPLUS
*************************************************************************************************************************************
   05-39638  03/31/17     THE OLD LOCATION HAS CHANGED>>>>>FROM:
   6B8PTF1                                                     TO:  3222
*************************************************************************************************************************************
   06-84195  03/31/17     THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   8L4WK91                                                     TO:  P
*************************************************************************************************************************************
   06-84195  03/31/17     THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   8L4WK91                                                     TO:  S999                                ITEM MOVED TO SURPLUS
*************************************************************************************************************************************
   06-84195  03/31/17     THE OLD LOCATION HAS CHANGED>>>>>FROM:
   8L4WK91                                                     TO:  3222
*************************************************************************************************************************************
   98-09180  03/31/17     THE CONDITION HAS CHANGED>>>>>>>>FROM:  G
   11-FZ967                                                    TO:  P
*************************************************************************************************************************************
   98-09180  03/31/17     THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   11-FZ967                                                    TO:  S999                                ITEM MOVED TO SURPLUS
*************************************************************************************************************************************
   98-09180  03/31/17     THE OLD LOCATION HAS CHANGED>>>>>FROM:
   11-FZ967                                                    TO:  3222
*************************************************************************************************************************************
  05LA03836  03/31/17     THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
   4H531G4HSEB                                                 TO:  P
*************************************************************************************************************************************
  05LA03836  03/31/17     THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
   4H531G4HSEB                                                 TO:  S999                                ITEM MOVED TO SURPLUS
*************************************************************************************************************************************
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:-----------------------------------------------------------------------------------------------------------------------------------
: FPC954C  05/01/17 13:53          T H E   S C H O O L   B O A R D   O F   B R O W A R D   C O U N T Y                    PAGE    5
:                                                   CHANGED FIXED ASSETS REPORT
: LOCN:  3222                                                  PNI954C
:-----------------------------------------------------------------------------------------------------------------------------------
|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                                              |                                          |
:-----------------------------------------------------------------------------------------------------------------------------------
 05LA03836  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:  0422
  4H531G4HSEB                                                 TO:  3222
*************************************************************************************************************************************
 05LA03844  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
  4H531GZ5SEB                                                 TO:  P
*************************************************************************************************************************************
 05LA03844  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222                                          ITEM MOVED TO SURPLUS
  4H531GZ5SEB                                                 TO:  S999
*************************************************************************************************************************************
 05LA03844  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:  0422
  4H531GZ5SEB                                                 TO:  3222
*************************************************************************************************************************************
 05LA03846  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
  4H531HV4SEB                                                 TO:  P
*************************************************************************************************************************************
 05LA03846  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222                                          ITEM MOVED TO SURPLUS
  4H531HV4SEB                                                 TO:  S999
*************************************************************************************************************************************
 05LA03846  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:  0422
  4H531HV4SEB                                                 TO:  3222
*************************************************************************************************************************************
 05LA03847  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
  4H531J7JSEB                                                 TO:  P
*************************************************************************************************************************************
 05LA03847  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222                                          ITEM MOVED TO SURPLUS
  4H531J7JSEB                                                 TO:  S999
*************************************************************************************************************************************
 05LA03847  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:  0422
  4H531J7JSEB                                                 TO:  3222
*************************************************************************************************************************************
 05LA03857  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
  4H5326Q7SEB                                                 TO:  P
*************************************************************************************************************************************
 05LA03857  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222                                          ITEM MOVED TO SURPLUS
  4H5326Q7SEB                                                 TO:  S999
*************************************************************************************************************************************
 05LA03857  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:  0422
  4H5326Q7SEB                                                 TO:  3222
*************************************************************************************************************************************
 05LA22943  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
  4H5329NYSEB                                                 TO:  P
*************************************************************************************************************************************
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:-----------------------------------------------------------------------------------------------------------------------------------
: FPC954C  05/01/17 13:53          T H E   S C H O O L   B O A R D   O F   B R O W A R D   C O U N T Y                    PAGE    6
:
: LOCN:  3222                                   CHANGED FIXED ASSETS REPORT
:                                                       PNI954C
:-----------------------------------------------------------------------------------------------------------------------------------
|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                                                  |                                          |
:-----------------------------------------------------------------------------------------------------------------------------------
 05LA22943  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
  4H5329NYSEB                                                   TO:  S999                                          ITEM MOVED TO SURPLUS
*********************************************************************************************************************************
 05LA22943  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
  4H5329NYSEB                                                   TO:  3222
*********************************************************************************************************************************
 05LA22948  03/31/17    THE CONDITION HAS CHANGED>>>>>>>>FROM:  T
  4H5356KSSEB                                                   TO:  P
*********************************************************************************************************************************
 05LA22948  03/31/17    THE LOCATION HAS CHANGED>>>>>>>>>FROM:  3222
  4H5356KSSEB                                                   TO:  S999                                          ITEM MOVED TO SURPLUS
*********************************************************************************************************************************
 05LA22948  03/31/17    THE OLD LOCATION HAS CHANGED>>>>>FROM:
  4H5356KSSEB                                                   TO:  3222
*********************************************************************************************************************************
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E

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

**Location #**

| BPI | Description | Class | Cost | Serial Number | GR Number | Acquired Date | Room_Number |
|---|---|---|---|---|---|---|---|
| | Battery, APC 2200 Backup | | | JS1112035985 | | | |

**Location # 3222**

| BPI | Description | Class | Cost | Serial Number | GR Number | Acquired Date | Room_Number |
|---|---|---|---|---|---|---|---|
| 16-01980 | ZEBRA SERIES 3 PRINTER | 046 | 1,595.00 | CL65017536 | 583987 | 12/11/15 | |
| 15-05980 | APPLE MACBOOK PRO 13" | 044 | 1,329.00 | C02PVXSZFVH3 | 551350 | 06/25/15 | PENDING |
| 13-02402 | APPLE MACBOOK PRO 13" 2.5GHZ 13" | 044 | 1,511.00 | C02JHMSSDTY3 | 343495 | 12/21/12 | PP BRONGUIE WALDEN |
| 11-81087 | LAMINATOR, GBC PINNACLE 27 | 046 | 1,455.44 | WC00041H | 171013 | 09/16/10 | |
| 06-84195 | Computer, Dell Star System | 044 | 2,863.30 | 8L4WK91 | PC-3 | 08/11/05 | |
| 05LA03836 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531G4HSEB | 002005 | 07/22/05 | PENDING |
| 05LA03844 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531GZ5SEB | 002005 | 07/22/05 | PENDING |
| 05LA03846 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531HV4SEB | 002005 | 07/22/05 | PENDING |
| 05LA03847 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H531J7JSEB | 002005 | 07/22/05 | PENDING |
| 05LA03857 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H5326Q7SEB | 002005 | 07/22/05 | PENDING |
| 05LA22943 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H5329NYSEB | 002005 | 07/22/05 | PENDING |
| 05LA22948 | Apple-Refresh Laptop | 044 | 1,395.62 | 4H5356KSSEB | 002005 | 07/22/05 | PENDING |
| 05-36202 | DELL DESKTOP PENTIUM 4 W/17" | 044 | 1,318.00 | 1TVFV51 | 010199 | 11/08/04 | |
| 05-30947 | APPLE, IBOOK G4 COMBO | 044 | 1,239.00 | UV4353QRRAP | 168816 | 10/04/04 | PENDING |
| 05-30951 | APPLE,IBOOK G4 COMBO | 044 | 1,239.00 | UV4353LQRAP | 168816 | 10/04/04 | PENDING |
| 04-01214 | APPLE, DESKTOP EMAC G4 | 044 | 1,390.00 | YM316UN1NM2 | 063408 | 07/29/03 | PENDING |
| 04-00181 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260JLPQL | 062755 | 07/23/03 | PENDING |
| 04-00182 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260KPPQL | 062755 | 07/23/03 | PENDING |
| 04-00183 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260LCPQL | 062755 | 07/23/03 | PENDING |
| 04-00189 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83260JPPQL | 062755 | 07/23/03 | PENDING |
| 04-00200 | APPLE DESKTOP, EMAC G4 | 044 | 1,100.30 | G83257SRPQL | 062755 | 07/23/03 | PENDING |
| 03-00557 | COMPUTER,MAC EMAC G4 | 044 | 1,523.00 | G8224E1TN54 | 970954 | 07/18/02 | PENDING |
| 03-00564 | COMPUTER,MAC EMAC G4 | 044 | 1,523.00 | G8224E0SN54 | 970954 | 07/18/02 | PENDING |
| 03-00573 | APPLE DESKTOP, EMAC G4 | 044 | 1,523.00 | G8224E3XN54 | 970954 | 07/18/02 | PENDING |

E

**Location # 3222**

| BPI | Description | Class | Cost | Serial Number | GR Number | Acquired Date | Room_Number |
|---|---|---|---|---|---|---|---|
| 03-00574 | COMPUTER,MAC EMAC G4 | 044 | 1,523.00 | G8224DXWN54 | 970954 | 07/18/02 | PENDING |
| 01-19835 | COMPUTER, MAC IMAC | 044 | 1,583.86 | RN1120XZKLB | 840128 | 04/30/01 | PENDING |
| 01-10182 | COMPUTER, MAC IMAC | 044 | 1,195.86 | XA03902QJV8 | 793330 | 10/31/00 | PENDING |
| 01-01875 | TABLE, ROUND 60 INCH | 035 | 1,563.22 | NONE | 754381 | 07/28/00 | |
| 98-09180 | PRINTER, LEXMARK OPTRA S 1250 | 044 | 1,555.50 | 11-FZ967 | 572642 | 07/28/98 | |
| 86-27822 | CABINET B/G W/TOOLS FOUNDRY | 016 | 3,310.00 | NONE | 47201 | 05/09/86 | |

# Audit Review Details

**Items not verified as of:** 3/8/2017

**Total:** 31 **Valued at:** $44,511.02

1. If the item located was allocated by property pass, a copy of that property pass must be forwarded with your response. The item will require physical verification by the Inventory Audit Specialist when a return reconciliation visit is scheduled with the administrator.

2. If an item is identified as salvaged, a copy of the original signed & dated surplus declaration form (3290a) and the removal authorization form (B-stock / approved vendor) must be forwarded with your response.

3. Invoice documentation must be submitted with the 30 day response for items requiring serial # corrections/modification.

Celliea Shaw 3/8/17

Principal/Department Director Date

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

Attachment E
(cont)

# UPDATED PROPERTY AND INVENTORY REPORT

## MAY 2, 2017

## ALL ITEMS REMOVED BY CAPITAL ASSETS

E

FPC811 05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY PAGE 1

FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

LOCN: 3222

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 01-01875 | TABLE, ROUND 60 INCH | T | 035 | 754381 | 07/28/00 | 1,563.22 | NONE | 3222 | | | |
| 01-19652 | PROJECTOR, LCD EPSON | G | 056 | 839171 | 04/05/01 | 3,381.89 | B9Z00Z1040C | 3222 | | | |
| 02-82780 | COMPUTER, DELL WS 330 | T | 044 | 971428 | 06/30/02 | 1,879.00 | 3HP2L11 | F202 | 3222 | | |
| 03-20890 | PROJECTOR ULTRAPORTABLE HIGHEND EPSON | T | 056 | 049564 | 05/14/03 | 2,421.00 | EE20340262C | 3222 | | | |
| 03-21595 | PRINTER LEXMARK T630N | T | 044 | 057611 | 06/17/03 | 1,208.00 | 9911FPZ | 3222 | | | |
| 03-21596 | PRINTER LEXMARK T630N | T | 044 | 057611 | 06/17/03 | 1,208.00 | 9911FR6 | 3222 | | | |
| 04-00205 | PRINTER, LEXMARK T630N | T | 044 | 063268 | 07/22/03 | 1,208.00 | 9913B6N | 3222 | | | |
| 04-00206 | PRINTER, LEXMARK T630N | T | 044 | 063268 | 07/22/03 | 1,208.00 | 9913B74 | 3222 | | | |
| 04-14913 | CART, GOLF MODEL SHUTTLE EZGO | T | 019 | 120288 | 03/01/04 | 4,763.32 | 2181907 | 3222 | | | |
| 04-81054 | PROTRAINER 5 WT STK GYM | T | 020 | 072432 | 09/10/03 | 4,295.00 | 32220005 | 3222 | | | |
| 05-37482 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 011626 | 11/09/04 | 1,208.00 | 99216P7 | 3222 | | | |
| 05-39021 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39022 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39023 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39024 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39025 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39026 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39027 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39028 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-40319 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 023412 | 01/14/05 | 1,205.00 | 99247TT | 3222 | | | |
| 05-40320 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 023412 | 01/14/05 | 1,205.00 | 9925TMN | 3222 | | | |
| 05-46311 | APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8 | T | 044 | 034023 | 02/25/05 | 1,721.50 | UV44900CSD0 | 3222 | | | |
| 05-47028 | HHP IMAGE TEAM 3875 SCANNER KIT | T | 046 | 036421 | 03/01/05 | 1,365.00 | X5303724 | 3222 | | | |
| 05-51520 | PROACTIV 78, BOARD | T | 011 | 069518 | 04/28/05 | 1,793.30 | 5058481069 | 3222 | | | |
| 05-53749 | TELECONFERENCE SYSTEMS DISTANCE LEARNING | T | 046 | 077515 | 06/02/05 | 13,400.00 | 30A88833/406KT010003 | 3222 | | | |
| 05-56110 | IBM SERVER X236, INTEL XEON 2.8 GHZ | T | 044 | 089293 | 07/18/05 | 12,048.17 | KPLV302 | 3222 | | | |
| 05-81774 | SYSTEM, TIME KRONOS | T | 046 | 002849 | 10/26/04 | 2,197.00 | R0048476 | 3222 | | | |
| 06-05709 | DELL, LAPTOP, D810 W/DVD-RW/15.4" DISPLA | T | 044 | 110790 | 10/19/05 | 2,238.00 | GFKDB81 | 3222 | | | |
| 07-03889 | DOWNDRAFT TABLE-RUBBER 34"H | T | 016 | 197693 | 10/19/06 | 1,619.10 | 66403501 | 3222 | | | |
| 07-05395 | CLUB CARDIO TRAINING | T | 020 | 205490 | 11/22/06 | 4,031.32 | L764700 | 3222 | | | |
| 07-10126 | PRINTER, LEXMARK C772N COLOR LASER | T | 044 | 227681 | 02/22/07 | 3,067.00 | 940PFD9 | 3222 | | | |
| 07-10733 | WHITEBOARD PROMETHEAN W/STAND INSTAL WAR | T | 011 | 231607 | 03/15/07 | 1,677.00 | 0646162019 | 3222 | | | |
| 07-10734 | WHITEBOARD PROMETHEAN W/STAND INSTAL WAR | T | 011 | 231607 | 03/15/07 | 1,677.00 | 0646162018 | 3222 | | | |
| 07-14271 | DELL,LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL | T | 044 | 004455 | 06/27/07 | 1,441.00 | 4Q850D1 | 3222 | | | |
| 07-14273 | DELL,LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL | T | 044 | 004455 | 06/27/07 | 1,441.00 | 8P850D1 | 3222 | | | |
| 07-80251 | TANBERG T-150 MXP | T | 046 | 183826 | 09/14/06 | 1,172.90 | 38A04444 | 3222 | | | |
| 07-83492 | ACTIVBOARD PROMETHEAN | T | 011 | 232531 | 03/02/07 | 1,202.00 | 0646162020 | 3222 | | | |
| 07-83493 | ACTIVBOARD PROMETHEAN | T | 011 | 232531 | 03/02/07 | 1,202.00 | 0646162021 | 3222 | | | |
| 08-00354 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/07 | 1,499.00 | W87245APYA2 | 3222 | | | |
| 08-00355 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/07 | 1,499.00 | W87245E4YA2 | 3222 | | | |

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FPC811 05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY PAGE 2

FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08-00361 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/07 | 1,499.00 | W87245F0YA2 | 3222 | | | |
| 08-00362 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/07 | 1,499.00 | W8724A8DYA2 | 3222 | | | |
| 08-04595 | DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/ | T | 044 | 005398 | 10/24/07 | 1,748.00 | 89B1RD1 | 3222 | | | |
| 08-05063 | APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" | T | 044 | 274342 | 10/29/07 | 1,499.00 | W87329PLZ5V | 3222 | | | |
| 08-08733 | 32 ACTIVOTE 2.4GHZ | T | 011 | 013458 | 05/02/08 | 2,702.00 | 32220008 | 3222 | | | |
| 08-09610 | DELL WS3400 W/20" FLAT PANEL | T | 044 | 023389 | 06/27/08 | 1,506.00 | JM1QGG1 | 3222 | | | |
| 08-11117 | WHITEBOARD, INTERACTIVE SMART BOARD SB68 | T | 011 | 021322 | 06/11/08 | 1,002.00 | SB680R2394729 | 3222 | | | |
| 08-11120 | WHITEBOARD, INTERACTIVE SMART BOARD SB68 | T | 011 | 021311 | 06/11/08 | 1,002.00 | SB680R2A69847 | 3222 | | | |
| 08-11895 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/08 | 1,505.00 | W88152SG0P0 | 3222 | | | |
| 08-11898 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/08 | 1,505.00 | W88152RJ0P0 | 3222 | | | |
| 08-11899 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/08 | 1,505.00 | W88152U10P0 | 3222 | | | |
| 08-13165 | ACTIVEXPRESSION 32 | T | 011 | 017126 | 05/22/08 | 2,195.00 | 32220007 | 3222 | | | |
| 09-04741 | APPLE MACBOOK PRO 2.5GHZ 17" DISPLAY | T | 044 | 040319 | 09/22/08 | 3,299.00 | W8837045YP3 | 3222 | | | |
| 10-01917 | APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY | T | 044 | 106082 | 09/25/09 | 2,729.00 | W89341RU8YA | G400 | 3222 | | |
| 10-01924 | APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY | T | 044 | 106089 | 09/25/09 | 2,729.00 | W89341QN8YA | G400 | 3222 | | |
| 10-01990 | PRINTER, LEXMARK T652DN B/W DUPLEX ADMIN | T | 044 | 114113 | 10/30/09 | 1,423.50 | 793N3BW | G400 | 3222 | | |
| 10-03740 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138867 | 03/10/10 | 1,169.00 | C0912220080 | G400 | 3222 | | |
| 10-03741 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138868 | 03/10/10 | 1,169.00 | C0912220079 | G400 | 3222 | | |
| 10-03742 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138869 | 03/10/10 | 1,169.00 | C0912220078 | G400 | 3222 | | |
| 10-03743 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138890 | 03/10/10 | 1,169.00 | C0912220077 | G400 | 3222 | | |
| 10-03744 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138892 | 03/10/10 | 1,169.00 | C0912220076 | G400 | 3222 | | |
| 10-04126 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 142331 | 03/25/10 | 1,553.00 | W801014M66H | G400 | 3222 | | |
| 10-04131 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/10 | 1,169.00 | C0911120513 | G400 | 3222 | | |
| 10-04132 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/10 | 1,169.00 | C0911120514 | G400 | 3222 | | |
| 10-04133 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/10 | 1,169.00 | C0911120515 | G400 | 3222 | | |
| 10-05477 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155146 | 06/01/10 | 1,553.00 | WQ017P7XATM | 3222 | | | |
| 10-05482 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155173 | 06/01/10 | 1,553.00 | WQ017P8EATM | 3222 | | | |
| 10-05484 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155176 | 06/01/10 | 1,553.00 | WQ017P9WATM | 3222 | | | |
| 10-05487 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155179 | 06/01/10 | 1,553.00 | W8017ZXNATM | 3222 | | | |
| 10-80670 | Heartstart FRX Defibrilator | T | 083 | 157784 | 06/29/10 | 1,310.86 | B10F00530 | 3222 | | | |
| 11-00166 | PRESSURE PRO EAGLE SERIES E4040HG | T | 014 | 166934 | 08/27/10 | 1,033.33 | 1007016 | 3222 | | | |
| 11-00758 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 174059 | 09/29/10 | 1,169.00 | C1006210003 | G400 | 3222 | | |
| 11-01355 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181041 | 10/29/10 | 1,248.00 | 794CTF1 | 3222 | | | |
| 11-01356 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181042 | 10/29/10 | 1,248.00 | 794CTDK | 3222 | | | |
| 11-01357 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181043 | 10/29/10 | 1,248.00 | 794CT90 | 3222 | | | |
| 11-01358 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181044 | 10/29/10 | 1,248.00 | 794CTBN | 3222 | | | |
| 11-01361 | LAPTOP, APPLE MACBOOK | T | 044 | 180976 | 10/29/10 | 1,320.55 | 4503704FFYN | 3222 | | | |
| 11-01362 | LAPTOP, APPLE MACBOOK | T | 044 | 180977 | 10/29/10 | 1,320.55 | 450410BJFYN | 3222 | | | |
| 11-02238 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196874 | 01/31/11 | 1,248.00 | 794K9N7 | 3222 | | | |
| 11-02239 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196875 | 01/31/11 | 1,248.00 | 794K9V2 | 3222 | | | |

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: LOCN: 3222 FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 11-02240 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196876 | 01/31/11 | 1,248.00 | 794K9N4 | 3222 | | | |
| 11-02241 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196877 | 01/31/11 | 1,248.00 | 794K9LY | 3222 | | | |
| 11-03243 | CART, DATAMATION DELL | T | 044 | 209311 | 03/30/11 | 1,100.05 | 19276 | H400 | 3222 | | |
| 11-04443 | mabook laptops | T | 044 | 227214 | 06/14/11 | 1,037.30 | 451230YQGST | H400 | 3222 | | |
| 11-04448 | mabook laptops | T | 044 | 227219 | 06/14/11 | 1,037.30 | 4512311ZGST | H400 | 3222 | | |
| 11-05741 | Cisco WAVE 574 Proxy Server | T | 044 | 224670 | 06/03/11 | 6,146.85 | MX2115019P | 3222 | | | |
| 11-80149 | WHITEBOARD INTERACTIVE | T | 011 | PC-3 | 09/17/10 | 1,999.00 | SB680R2269374 | 3222 | | | |
| 11-81087 | LAMINATOR, GBC PINNACLE 27 — R | T | 046 | 171013 | 09/16/10 | 1,455.44 | WC00041H | 3222 | | S — | |
| 12-02106 | Apple teacher laptop | T | 044 | 263645 | 12/06/11 | 1,037.30 | 451450B6GST | C102 | 3222 | | |
| 12-02186 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272183 | 01/27/12 | 1,307.85 | D25GT0U4DHJF | 3222 | | | |
| 12-02187 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272184 | 01/27/12 | 1,307.85 | D25GT0U8DHJF | 3222 | | | |
| 12-02188 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272186 | 01/27/12 | 1,307.85 | D25GX0PNDHJF | 3222 | | | |
| 12-02191 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272189 | 01/27/12 | 1,307.85 | D25GX0PWDHJF | 3222 | | | |
| 12-02426 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 270192 | 01/18/12 | 1,248.00 | 7951TBX | 3222 | | | |
| 12-04796 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302556 | 06/11/12 | 1,511.75 | C1MHDNL2DV13 | 3222 | | | |
| 12-04797 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302558 | 06/11/12 | 1,511.75 | C17HC6HGDV13 | 3222 | | | |
| 12-04798 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302559 | 06/11/12 | 1,511.75 | C1MHDRMWDV13 | 3222 | | | |
| 12-04799 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302580 | 06/11/12 | 1,511.75 | C17HC6HTDV13 | 3222 | | | |
| 12-04800 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302582 | 06/11/12 | 1,511.75 | C1MHDNHKDV13 | 3222 | | | |
| 12-04804 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302590 | 06/11/12 | 1,511.75 | C17HC66NDV13 | 3222 | | | |
| 12-04805 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302591 | 06/11/12 | 1,511.75 | C1MHDNJCDV13 | 3222 | | | |
| 12-04806 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302592 | 06/11/12 | 1,511.75 | C1MHDRLYDV13 | 3222 | | | |
| 12-04807 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302593 | 06/11/12 | 1,511.75 | C1MHDNPRDV13 | 3222 | | | |
| 12-04809 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302595 | 06/11/12 | 1,511.75 | C1MHDRQLDV13 | 3222 | | | |
| 12-04814 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302628 | 06/11/12 | 1,307.85 | D25HP1KADHJF | 3222 | | | |
| 12-04816 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302640 | 06/11/12 | 1,307.85 | D25HP1KBDHJF | 3222 | | | |
| 12-04821 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302645 | 06/11/12 | 1,307.85 | D25HP1KJDHJF | 3222 | | | |
| 12-04822 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302647 | 06/11/12 | 1,307.85 | D25HP1KEDHJF | 3222 | | | |
| 12-04823 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302648 | 06/11/12 | 1,307.85 | D25HP1KFDHJF | 3222 | | | |
| 12-04824 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302649 | 06/11/12 | 1,307.85 | D25HP1KLDHJF | 3222 | | | |
| 12-04826 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302662 | 06/11/12 | 1,307.85 | D25HP1KKDHJF | 3222 | | | |
| 12-04827 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302663 | 06/11/12 | 1,307.85 | D25HP1KHDHJF | 3222 | | | |
| 12-04828 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302664 | 06/11/12 | 1,307.85 | D25HP1KGDHJF | 3222 | | | |
| 12-04829 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302665 | 06/11/12 | 1,307.85 | D25HP1KDDHJF | 3222 | | | |
| 12-04830 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302666 | 06/11/12 | 1,307.85 | D25HP1KMDHJF | 3222 | | | |
| 12-04831 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305406 | 06/26/12 | 1,363.00 | C02HQ022DWWM | 3222 | | | |
| 12-04832 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305407 | 06/26/12 | 1,363.00 | C02HQ02ADWWM | 3222 | | | |
| 12-04833 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305408 | 06/26/12 | 1,363.00 | C02HQ02ZDWWM | 3222 | | | |
| 12-04834 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305409 | 06/26/12 | 1,363.00 | C02HQ03ADWWM | 3222 | | | |
| 12-04835 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305420 | 06/26/12 | 1,363.00 | C02HQ01YDWWM | 3222 | | | |

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LOCN: 3222

FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 12-04836 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305421 | 06/26/12 | 1,363.00 | C02HQ00WDWWM | 3222 | | | |
| 12-04837 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305422 | 06/26/12 | 1,363.00 | C02HQ011DWWM | 3222 | | | |
| 12-04838 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305423 | 06/26/12 | 1,363.00 | C02HQ009DWWM | 3222 | | | |
| 12-04839 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305424 | 06/26/12 | 1,363.00 | C02HQ003DWWM | 3222 | | | |
| 12-04840 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305425 | 06/26/12 | 1,363.00 | C02HQ008DWWM | 3222 | | | |
| 13-00005 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308604 | 07/25/12 | 1,511.75 | C1MHVWHQDTY3 | 3222 | | | |
| 13-00006 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308605 | 07/25/12 | 1,511.75 | C1MHVWABDTY3 | 3222 | | | |
| 13-00007 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308606 | 07/25/12 | 1,511.75 | C1MHVWBTDTY3 | 3222 | | | |
| 13-00008 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308607 | 07/25/12 | 1,511.75 | C1MHVWGSDTY3 | 3222 | | | |
| 13-00009 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308608 | 07/25/12 | 1,511.75 | C1MHVWBSDTY3 | 3222 | | | |
| 13-00011 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308620 | 07/25/12 | 1,511.75 | C1MHVWBFDTY3 | 3222 | | | |
| 13-00013 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308623 | 07/25/12 | 1,511.75 | C1MHVW5ZDTY3 | 3222 | | | |
| 13-00015 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308625 | 07/25/12 | 1,511.75 | C1MHVW8EDTY3 | 3222 | | | |
| 13-00016 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308626 | 07/25/12 | 1,511.75 | C1MHVW5EDTY3 | 3222 | | | |
| 13-00018 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308628 | 07/25/12 | 1,511.75 | C1MHVWC2DTY3 | 3222 | | | |
| 13-01838 | TELEVISION, FLAT SCREEN TOS65HT2U 65" | T | 060 | 333009 | 11/08/12 | 1,998.00 | C28208T24683A2 | 3222 | | | |
| 13-02397 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342078 | 12/18/12 | 1,248.00 | 795HNPN | 3222 | | | |
| 13-02398 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342079 | 12/18/12 | 1,248.00 | 795HNPC | 3222 | | | |
| 13-02399 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342170 | 12/18/12 | 1,248.00 | 795HNP4 | 3222 | | | |
| 13-02400 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342171 | 12/18/12 | 1,248.00 | 795HNPB | 3222 | | | |
| 13-02401 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342172 | 12/18/12 | 1,248.00 | 795HNP3 | 3222 | | | |
| 13-02402 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343495 | 12/21/12 | 1,511.00 | C02JHMSSDTY3 | 3222 | | | |
| 13-02403 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343496 | 12/21/12 | 1,511.00 | C02JHMREDTY3 | 3222 | | | |
| 13-02404 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343497 | 12/21/12 | 1,511.00 | C02JHNL9DTY3 | 3222 | | | |
| 13-02405 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343498 | 12/21/12 | 1,511.00 | C02JHMT1DTY3 | 3222 | | | |
| 13-02406 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343499 | 12/21/12 | 1,511.00 | C02JHMT6DTY3 | 3222 | | | |
| 13-02407 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343500 | 12/21/12 | 1,511.00 | C02JHMSRDTY3 | 3222 | | | |
| 13-03324 | Toshiba LCD TV 65 in INM TOS65HT2U | T | 060 | 356265 | 02/15/13 | 1,998.00 | Z4QR3CZCC09322 | 3222 | | | |
| 13-03325 | DELL PRECISION T5600 W/24" FLAT PANEL | T | 044 | 356266 | 02/15/13 | 2,730.47 | 9XQVQW1 | 3222 | | | |
| 13-03660 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 363716 | 03/15/13 | 1,511.00 | C02K55THDTY3 | 3222 | | | |
| 13-03661 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 363717 | 03/15/13 | 1,511.00 | C02K533NDTY3 | 3222 | | | |
| 13-03662 | APPLE IMAC INTEL W/21.5" UPGRADED LED | T | 044 | 363718 | 03/15/13 | 1,270.88 | D25K700MDPNK | 3222 | | | |
| 13-05135 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384594 | 06/07/13 | 1,511.00 | C02K3JN0DTY3 | 3222 | | | |
| 13-05136 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384630 | 06/07/13 | 1,511.00 | C0K3JLUDTY3 | 3222 | | | |
| 13-05137 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384631 | 06/07/13 | 1,511.00 | C02K3JHYDTY3 | 3222 | | | |
| 13-05138 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384489 | 06/07/13 | 1,511.00 | C02K3JLYDTY3 | 3222 | | | |
| 13-05244 | PRINTER, LEXMARK C792E COLOR LASER | T | 044 | 385318 | 06/11/13 | 3,067.00 | 5062169472N8M | 3222 | | | |
| 13-05245 | PRINTER, LEXMARK C792E COLOR LASER | T | 044 | 385317 | 06/11/13 | 3,067.00 | 5062169472N97 | 3222 | | | |
| 13-05414 | MED BIN CART | T | 083 | 386383 | 06/17/13 | 3,808.00 | 196328 | 3222 | | | |
| 14-06358 | TENNANT HEAVY DUTY FLOOR MACHINE | T | 014 | 473253 | 06/12/14 | 1,205.10 | 90073310681290 | 3222 | | | |

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LOCN: 3222

FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-06361 | BURNISHER, HI-SPEED ELECTRIC 20" TENANT | T | 014 | 473254 | 06/12/14 | 1,386.45 | 10685854 | 3222 | | | |
| 14-06362 | VACUUM, WET/DRY 16 GALLON BATTERY OPER | T | 014 | 473254 | 06/12/14 | 1,785.81 | 10679025 | 3222 | | | |
| 14-06434 | PRINTER, LEXMARK MX611DTE LASER/FAX/SCAN | T | 044 | 472649 | 06/10/14 | 2,404.00 | 701632HH02D29 | 3222 | | | |
| 14-06537 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08XF8J9 | 3222 | | | |
| 14-06538 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08NF8J9 | 3222 | | | |
| 14-06539 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05YF8J9 | 3222 | | | |
| 14-06541 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06NF8J9 | 3222 | | | |
| 14-06543 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07WF8J9 | 3222 | | | |
| 14-06544 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05MF8J9 | 3222 | | | |
| 14-06545 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08MF8J9 | 3222 | | | |
| 14-06546 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08RF8J9 | 3222 | | | |
| 14-06547 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06PF8J9 | 3222 | | | |
| 14-06548 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW0D4F8J9 | 3222 | | | |
| 14-06549 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07RF8J9 | 3222 | | | |
| 14-06550 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MV0YHF8J9 | 3222 | | | |
| 14-06551 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MV0XBF8J9 | 3222 | | | |
| 14-06552 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08JF8J9 | 3222 | | | |
| 14-06553 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08DF8J9 | 3222 | | | |
| 14-06554 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW082F8J9 | 3222 | | | |
| 14-06555 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW062F8J9 | 3222 | | | |
| 14-06556 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08BF8J9 | 3222 | | | |
| 14-06557 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07YF8J9 | 3222 | | | |
| 14-06558 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MV0WPF8J9 | 3222 | | | |
| 14-06559 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05RF8J9 | 3222 | | | |
| 14-06560 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW088F8J9 | 3222 | | | |
| 14-06562 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08QF8J9 | 3222 | | | |
| 14-06563 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05XF8J9 | 3222 | | | |
| 14-06564 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW091F8J9 | 3222 | | | |
| 14-06565 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW068F8J9 | 3222 | | | |
| 14-06566 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW090F8J9 | 3222 | | | |
| 14-06567 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW089F8J9 | 3222 | | | |
| 14-06568 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW087F8J9 | 3222 | | | |
| 14-06569 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07AF8J9 | 3222 | | | |
| 14-06570 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06CF8J9 | 3222 | | | |
| 14-06571 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08PF8J9 | 3222 | | | |
| 14-06572 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07GF8J9 | 3222 | | | |
| 14-06573 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07QF8J9 | 3222 | | | |
| 14-06574 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06YF8J9 | 3222 | | S | |
| 14-06575 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08YF8J9 | 3222 | | | |
| 15-00302 | EXECUTIVE DESK 72" CHERRY FINISH | T | 035 | 477154 | 07/09/14 | 1,599.00 | NONE | 3222 | | | |

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LOCN: 3222

FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 15-00831 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00832 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00833 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00834 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00835 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00836 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00837 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-02257 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 500161 | 10/10/14 | 1,339.00 | 51212 | 3222 | | | |
| 15-02258 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 500161 | 10/10/14 | 1,339.00 | 40842 | 3222 | | | |
| 15-02636 | PRINTER, LEXMARK MX710DE B/W LASER/FAX/C | T | 044 | 505939 | 11/04/14 | 3,096.00 | 7463479906D40 | 3222 | | | |
| 15-04239 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 531274 | 03/24/15 | 1,339.00 | 52226 | 3222 | | | |
| 15-04711 | KILN, ELECTRIC | T | 010 | 544940 | 05/22/15 | 2,240.35 | 7983 | 3222 | | | |
| 15-05966 | MACBOOK PRO DISPLAY | T | 044 | 551259 | 06/25/15 | 1,399.00 | C02PV661FVH5 | 3222 | | | |
| 15-05975 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSTFVH3 | 3222 | | | |
| 15-05976 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSUFVH3 | 3222 | | | |
| 15-05977 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSWFVH3 | 3222 | | | |
| 15-05978 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSXFVH3 | 3222 | | | |
| 15-05979 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSYFVH3 | 3222 | | | |
| 15-05980 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSZFVH3 | 3222 | | | |
| 15-05981 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT1FVH3 | 3222 | | | |
| 15-05982 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT2FVH3 | 3222 | | | |
| 15-05983 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT4FVH3 | 3222 | | | |
| 15-05984 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSSFVH3 | 3222 | | | |
| 15-05985 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT5FVH3 | 3222 | | | |
| 15-05986 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT6FVH3 | 3222 | | | |
| 15-05987 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT7FVH3 | 3222 | | | |
| 15-05988 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT8FVH3 | 3222 | | | |
| 15-05989 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT9FVH3 | 3222 | | | |
| 15-05990 | APPLE MACBOOK PRO 13" | T | 044 | 551351 | 06/25/15 | 1,329.00 | C02PVXTAFVH3 | 3222 | | | |
| 15-05991 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/15 | 1,329.00 | C02PVXTBFVH3 | 3222 | | | |
| 15-05992 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/15 | 1,329.00 | C02PVXTCFVH3 | 3222 | | | |
| 15-05993 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/15 | 1,329.00 | C02PVXTDFVH3 | 3222 | | | |
| 16-00668 | EXECUTIVE L SHAPED DESK | T | 035 | 558315 | 08/25/15 | 1,809.00 | NONE | 3222 | | | |
| 16-01980 | ZEBRA SERIES 3 PRINTER | T | 046 | 583987 | 12/11/15 | 1,595.00 | CL65017536 | 3222 | | | |
| 16-02920 | RECORDEX SIMPLICITYTOUCH 70 HD PANEL | T | 011 | 603159 | 03/16/16 | 5,188.00 | ST-700-006136 | 3222 | | | |
| 16-03145 | SERVER, POWEREDGE R220 | T | 044 | 605358 | 03/30/16 | 1,628.93 | B7GT382 | 3222 | | | |
| 17-01990 | IPTV CONNECT V2 | T | 044 | 658693 | 03/14/17 | 2,828.32 | IDN53 | 3222 | | | |
| 17-01991 | ZEUS IPTV ENCODER SDI, HDMI, SDI INPUT | T | 044 | 658694 | 03/14/17 | 2,515.50 | 50000101165210001 | 3222 | | | |
| 17-02215 | SERVER, POWEREDGE R330 | T | 044 | 660391 | 03/24/17 | 3,530.00 | JG8MXG2 | 3222 | | | |
| 86-27822 | CABINET B/G W/TOOLS FOUNDRY #TS17CT | G | 016 | 47201 | 05/09/86 | 3,310.00 | NONE | 3222 | | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 86-27824 | CABINET B/G W/TOOLS WOODWORKING #TS10CT | G | 016 | 47201 | 05/09/86 | 3,395.00 | NONE | 3222 | | | |
| 89-22851 | TORSO WARD BIOLOGY TEACH 81W1150 | G | 021 | 80062 | 02/13/89 | 1,415.50 | 32220006 | 3222 | | | |
| 91-22517 | CABINET, TRAY TOTE LARGE W/CASTERS #1544 | G | 001 | 719547 | 05/07/91 | 1,356.31 | 32220003 | 3222 | | | |
| 93-23175 | PIANO KAWAI UST-8 STUDIO WALNUT DAMP CHA | G | 040 | 061331 | 10/09/92 | 2,498.00 | A7541 | 3222 | | | |
| 93-23210 | MACHINE GROUT DULEX ZBID-420 | G | 014 | 058389 | 09/23/92 | 2,253.00 | 5683 | 3222 | | | |
| 94-11014 | CABINET SHOP GENERAL LESS TOOT #458705 | G | 016 | 097137 | 01/29/93 | 1,271.70 | 32220004 | 3222 | | | |
| 96-12394 | SCRUBBER, AUTOMATIC, MINUTEMAN MC1700-00 | G | 014 | 414444 | 09/13/96 | 2,029.68 | 7960092 | 3222 | | | |
| 96-18466 | PRINTER, POSTER PRO LX MAC | G | 044 | 340249 | 01/17/96 | 3,196.00 | 41206703 | 3222 | | | |
| 97-23956 | TORSO DELUXE TEACHING | G | 021 | 488997 | 08/08/97 | 1,339.80 | 04220006 | 3222 | | | |
| 97-28839 | TORSO, OPEN BACK W/VERTEBRAE BIO MDL | G | 016 | 495644 | 09/10/97 | 1,385.00 | 04220007 | 3222 | | | |
| 97-55020 | CABINET, MW84W W/TOOLS | G | 016 | 505036 | 10/24/97 | 4,410.00 | NONE | 3222 | | | |
| 97-55022 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55023 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55024 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55025 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55026 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55865 | PIANO, UPRIGHT STUDIO YAMAHA | G | 040 | 513185 | 11/26/97 | 2,965.00 | T219378 | 3222 | | | |
| 97-90151 | CABINET W/TOOLS, MWL-84G2 | G | 016 | 518480 | 12/17/97 | 5,123.00 | NONE | 3222 | | | |
| 97-93996 | CABINET W/TOOLS | G | 016 | 536308 | 03/11/98 | 6,719.00 | NONE | 3222 | | | |
| 98-11899 | MACHINE ARM CURL, 44"WLX66"H, 410LB SU75 | G | 020 | 577356 | 07/28/98 | 2,199.00 | 014931 | 3222 | | | |
| 99-14988 | TELEVISION, STEREO COLOR 35" | G | 060 | 666561 | 08/16/99 | 1,805.00 | 9066356 | 3222 | | | |
| 99-80010 | MACHINE SEWING, 9000 MEMORY CRAFT | G | 015 | 626488 | 03/04/99 | 1,669.00 | 830151887 | 3222 | | | |
| A01-81298 | CAMCORDER, SONY DIGITAL VIDEO | T | 058 | NF-3 | 10/25/00 | 2,136.00 | 1009209 | 3222 | | | |
| A08-83619 | ACTIVEXPRESSIONS 32 PIECE SET | T | 011 | NF-3 | 05/09/08 | 2,195.00 | 04220011 | 3222 | | | |
| A12-81232 | CART, BRETFORD IPAD POWERSYNC | T | 044 | 295651 | 04/30/12 | 2,577.57 | 04220015 | 3222 | | | |
| A98-90716 | MIXER, HOBART INDUSTRIAL | T | 013 | NF-3 | 07/01/97 | 1,599.00 | 111036176 | 3222 | | | |
| R04-02577 | PRINTER, LEXMARK T630N | T | 044 | 066838 | 07/31/03 | 1,208.00 | 9912K8T | 3222 | | | |
| R07-28408 | BRETFORD CART FOR 20 NOTEBOOK | T | 044 | NF-3 | 07/18/06 | 1,399.95 | 32220001 | 3222 | | | |
| R14-80120 | LEXMARK MFP PRINTER | T | 044 | PC-3 | 10/08/13 | 1,799.00 | 79G60TZ | 3222 | | | |
| R15-80147 | LAMINATOR 27" ROLL HEAT SEALED | T | 046 | 346630 | 12/08/14 | 1,406.00 | A100222G | 3222 | | | |
| R15-80275 | FELLOWES CROSS CUT SHREDDER | T | 046 | 529317 | 03/13/15 | 1,850.00 | 141229IK0178740 | 3222 | | | |
| R16-80133 | EXECUTIVE DESK | T | 004 | 607850 | 05/20/16 | 1,421.52 | NONE | 3222 | | | |
| R16-80134 | CREDENZA | T | 001 | 607850 | 05/20/16 | 1,155.31 | NONE | 3222 | | | |
| R16-80135 | CREDENZA | T | 001 | 607850 | 05/20/16 | 1,155.31 | NONE | 3222 | | | |
| S16028293 | IPAD AIR WIFI 16GB - SPACE GRAY | T | 044 | 582115 | 12/02/15 | 379.00 | DMPQLR7FFK10 | SMRT | 3222 | | |
| S16028294 | IPAD MINI W/RETINA DISPLAY 32GB - GRAY | T | 044 | 582117 | 12/02/15 | 299.00 | F9FQL5VZFCM6 | SMRT | 3222 | | |
| S16029503 | LENOVO THINKCENTRE M93Z TOUCH 23 | T | 044 | 582328 | 12/02/15 | 1,290.00 | MJ0369T4 | SMRT | 3222 | | |
| S16038340 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7X3GFWM | SMRT | 3222 | | |
| S16038341 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7V9GFWM | SMRT | 3222 | | |
| S16038342 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W9GFWM | SMRT | 3222 | | |

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LOCN: 3222

FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| S16038343 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XWGFWM | SMRT | 3222 | | |
| S16038344 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YDGFWM | SMRT | 3222 | | |
| S16038345 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W7GFWM | SMRT | 3222 | | |
| S16038346 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7V8GFWM | SMRT | 3222 | | |
| S16038347 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XUGFWM | SMRT | 3222 | | |
| S16038348 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YMGFWM | SMRT | 3222 | | |
| S16038349 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W6GFWM | SMRT | 3222 | | |
| S16038350 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WXGFWM | SMRT | 3222 | | |
| S16038351 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7VQGFWM | SMRT | 3222 | | |
| S16038352 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WJGFWM | SMRT | 3222 | | |
| S16038353 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WCGFWM | SMRT | 3222 | | |
| S16038354 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y2GFWM | SMRT | 3222 | | |
| S16038355 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QV2AJGFWM | SMRT | 3222 | | |
| S16038356 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y4GFWM | SMRT | 3222 | | |
| S16038357 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7VTGFWM | SMRT | 3222 | | |
| S16038358 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y1GFWM | SMRT | 3222 | | |
| S16038359 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QV2ALGFWM | SMRT | 3222 | | |
| S16038360 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XSGFWM | SMRT | 3222 | | |
| S16038361 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YEGFWM | SMRT | 3222 | | |
| S16038362 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XMGFWM | SMRT | 3222 | | |
| S16038363 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y8GFWM | SMRT | 3222 | | |
| S16038364 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y0GFWM | SMRT | 3222 | | |
| S16038365 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WBGFWM | SMRT | 3222 | | |
| S16038366 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QV2AKGFWM | SMRT | 3222 | | |
| S16038367 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XZGFWM | SMRT | 3222 | | |
| S16038368 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YKGFWM | SMRT | 3222 | | |
| S16038369 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XYGFWM | SMRT | 3222 | | |
| S16038370 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WPGFWM | SMRT | 3222 | | |
| S16038371 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YPGFWM | SMRT | 3222 | | |
| S16038372 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W5GFWM | SMRT | 3222 | | |
| S16059060 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161922 | SMRT | 3222 | | |
| S16059061 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161674 | SMRT | 3222 | | |
| S16059062 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161516 | SMRT | 3222 | | |
| S16059063 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161468 | SMRT | 3222 | | |
| S16059064 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133410 | SMRT | 3222 | | |
| S16059065 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133440 | SMRT | 3222 | | |
| S16059066 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161463 | SMRT | 3222 | | |
| S16059067 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161563 | SMRT | 3222 | | |
| S16059068 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161432 | SMRT | 3222 | | |
| S16059069 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511111115 | SMRT | 3222 | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| S16059070 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133529 | SMRT | 3222 | | |
| S16059071 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133854 | SMRT | 3222 | | |
| S16059072 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161312 | SMRT | 3222 | | |
| S16059073 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161273 | SMRT | 3222 | | |
| S16059074 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161381 | SMRT | 3222 | | |
| S16059075 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133345 | SMRT | 3222 | | |
| S16059076 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133865 | SMRT | 3222 | | |
| S16059077 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133847 | SMRT | 3222 | | |
| S16059078 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133379 | SMRT | 3222 | | |
| S16059079 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161547 | SMRT | 3222 | | |
| S16059080 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161596 | SMRT | 3222 | | |
| S16059081 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133447 | SMRT | 3222 | | |
| S16059082 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133720 | SMRT | 3222 | | |
| S16059083 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511111646 | SMRT | 3222 | | |
| S16059084 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161699 | SMRT | 3222 | | |
| S16059085 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161606 | SMRT | 3222 | | |
| S16059086 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161504 | SMRT | 3222 | | |
| S16059087 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161697 | SMRT | 3222 | | |
| S16059088 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161566 | SMRT | 3222 | | |
| S16059089 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161892 | SMRT | 3222 | | |
| S16059090 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161529 | SMRT | 3222 | | |
| S16059091 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161702 | SMRT | 3222 | | |
| 05LA00170 | Apple Refresh Server | T | 044 | 002005 | 07/22/05 | 3,021.23 | QP532076SLZ | 3222 | | | |
| 05LA30305 | APPLE REFRESH RAID SERVER | T | 044 | 002005 | 07/22/05 | 3,970.32 | QP5320C9RS4 | 3222 | | | |
| 05LL03941 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901K30 | 3222 | | | |
| 05LL03942 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901K05 | 3222 | | | |
| 05LL03943 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901HRH | 3222 | | | |
| 05LL03944 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901K3Z | 3222 | | | |
| 05LL03945 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7902159 | 3222 | | | |
| 05LL03946 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7902155 | 3222 | | | |
| 05LL03947 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7902156 | 3222 | | | |
| 05LL03948 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 790213Z | 3222 | | | |
| 05LL03949 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 79022HK | 3222 | | | |
| 08LA03327 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ81298A0P1 | 3222 | | | |
| 08LA03328 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8129GY0P1 | 3222 | | | |
| 08LA03329 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8129DC0P1 | 3222 | | | |
| 08LA03331 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8128700P1 | 3222 | | | |
| 08LA03333 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8128C50P1 | 3222 | | | |
| 08LA03336 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8128Y70P1 | 3222 | | | |

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Attachment F

# UPDATED PROPERTY AND INVENTORY REPORT

## MAY 15, 2017

## ALL ITEMS REMOVED BY CAPITAL ASSETS

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LOCN: 3222

FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 01-01875 | TABLE, ROUND 60 INCH | T | 035 | 754381 | 07/28/00 | 1,563.22 | NONE | 3222 | | | |
| 01-19652 | PROJECTOR, LCD EPSON | G | 056 | 839171 | 04/05/01 | 3,381.89 | B9Z00Z1040C | 3222 | | | |
| 02-82780 | COMPUTER, DELL WS 330 | T | 044 | 971428 | 06/30/02 | 1,879.00 | 3HP2L11 | F202 | 3222 | | |
| 03-20890 | PROJECTOR ULTRAPORTABLE HIGHEND EPSON | T | 056 | 049564 | 05/14/03 | 2,421.00 | EE20340262C | 3222 | | | |
| 03-21595 | PRINTER LEXMARK T630N | T | 044 | 057611 | 06/17/03 | 1,208.00 | 9911FPZ | 3222 | | | |
| 03-21596 | PRINTER LEXMARK T630N | T | 044 | 057611 | 06/17/03 | 1,208.00 | 9911PR6 | 3222 | | | |
| 04-00205 | PRINTER, LEXMARK T630N | T | 044 | 063268 | 07/22/03 | 1,208.00 | 9913B6N | 3222 | | | |
| 04-00206 | PRINTER, LEXMARK T630N | T | 044 | 063268 | 07/22/03 | 1,208.00 | 9913B74 | 3222 | | | |
| 04-14913 | CART, GOLF MODEL SHUTTLE EZGO | T | 019 | 120288 | 03/01/04 | 4,763.32 | 2181907 | 3222 | | | |
| 04-81054 | PROTRAINER 5 WT STK GYM | T | 020 | 072432 | 09/10/03 | 4,295.00 | 32220005 | 3222 | | | |
| 05-37482 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 011626 | 11/09/04 | 1,208.00 | 99216P7 | 3222 | | | |
| 05-39021 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39022 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39023 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39024 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39025 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39026 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39027 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-39028 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/04 | 1,028.00 | NONE | 3222 | | | |
| 05-40319 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 023412 | 01/14/05 | 1,205.00 | 99247TT | 3222 | | | |
| 05-40320 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 023412 | 01/14/05 | 1,205.00 | 9925TMN | 3222 | | | |
| 05-46311 | APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8 | T | 044 | 034023 | 02/25/05 | 1,721.50 | UV44900CSD0 | 3222 | | | |
| 05-47028 | HHP IMAGE TEAM 3875 SCANNER KIT | T | 046 | 036421 | 03/01/05 | 1,365.00 | X5303724 | 3222 | | | |
| 05-51520 | PROACTIV 78, BOARD | T | 011 | 069518 | 04/28/05 | 1,793.30 | 5058481069 | 3222 | | | |
| 05-53749 | TELECONFERENCE SYSTEMS DISTANCE LEARNING | T | 046 | 077515 | 06/02/05 | 13,400.00 | 30A88833/406KT010003 | 3222 | | | |
| 05-56110 | IBM SERVER X236, INTEL XEON 2.8 GHZ | T | 044 | 089293 | 07/18/05 | 12,048.17 | KPLV302 | 3222 | | | |
| 05-81774 | SYSTEM, TIME KRONOS | T | 046 | 002849 | 10/26/04 | 2,197.00 | R0048476 | 3222 | | | |
| 06-05709 | DELL, LAPTOP, D810 W/DVD-RW/15.4" DISPLA | T | 044 | 110790 | 10/19/05 | 2,238.00 | GFKDB81 | 3222 | | | |
| 07-03889 | DOWNDRAFT TABLE-RUBBER 34"H | T | 016 | 197693 | 10/19/06 | 1,619.10 | 66403501 | 3222 | | | |
| 07-05395 | CLUB CARDIO TRAINING | T | 020 | 205490 | 11/22/06 | 4,031.32 | L764700 | 3222 | | | |
| 07-10126 | PRINTER, LEXMARK C772N COLOR LASER | T | 044 | 227681 | 02/22/07 | 3,067.00 | 940PFD9 | 3222 | | | |
| 07-10733 | WHITEBOARD PROMETHEAN W/STAND INSTAL WAR | T | 011 | 231607 | 03/15/07 | 1,677.00 | 0646162019 | 3222 | | | |
| 07-10734 | WHITEBOARD PROMETHEAN W/STAND INSTAL WAR | T | 011 | 231607 | 03/15/07 | 1,677.00 | 0646162018 | 3222 | | | |
| 07-14271 | DELL,LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL | T | 044 | 004455 | 06/27/07 | 1,441.00 | 4Q850D1 | 3222 | | | |
| 07-14273 | DELL,LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL | T | 044 | 004455 | 06/27/07 | 1,441.00 | 8P850D1 | 3222 | | | |
| 07-80251 | TANBERG T-150 MXP | T | 046 | 183826 | 09/14/06 | 1,172.90 | 38A04444 | 3222 | | | |
| 07-83492 | ACTIVBOARD PROMETHEAN | T | 011 | 232531 | 03/02/07 | 1,202.00 | 0646162020 | 3222 | | | |
| 07-83493 | ACTIVBOARD PROMETHEAN | T | 011 | 232531 | 03/02/07 | 1,202.00 | 0646162021 | 3222 | | | |
| 08-00354 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/07 | 1,499.00 | W87245APYA2 | 3222 | | | |
| 08-00355 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/07 | 1,499.00 | W87245E4YA2 | 3222 | | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08-00361 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/07 | 1,499.00 | W87245F0YA2 | 3222 | | | |
| 08-00362 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/07 | 1,499.00 | W8724A8DYA2 | 3222 | | | |
| 08-04595 | DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/ | T | 044 | 005398 | 10/24/07 | 1,748.00 | 89B1RD1 | 3222 | | | |
| 08-05063 | APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" | T | 044 | 274342 | 10/29/07 | 1,499.00 | W87329PLZ5V | 3222 | | | |
| 08-08733 | 32 ACTIVOTE 2.4GHZ | T | 011 | 013458 | 05/02/08 | 2,702.00 | 32220008 | 3222 | | | |
| 08-09610 | DELL WS3400 W/20" FLAT PANEL | T | 044 | 023389 | 06/27/08 | 1,506.00 | JM1QGG1 | 3222 | | | |
| 08-11117 | WHITEBOARD, INTERACTIVE SMART BOARD SB68 | T | 011 | 021322 | 06/11/08 | 1,002.00 | SB680R2394729 | 3222 | | | |
| 08-11120 | WHITEBOARD, INTERACTIVE SMART BOARD SB68 | T | 011 | 021311 | 06/11/08 | 1,002.00 | SB680R2A69847 | 3222 | | | |
| 08-11895 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/08 | 1,505.00 | W88152SG0P0 | 3222 | | | |
| 08-11898 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/08 | 1,505.00 | W88152RJ0P0 | 3222 | | | |
| 08-11899 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/08 | 1,505.00 | W88152U10P0 | 3222 | | | |
| 08-13165 | ACTIVEXPRESSION 32 | T | 011 | 017126 | 05/22/08 | 2,195.00 | 32220007 | 3222 | | | |
| 09-04741 | APPLE MACBOOK PRO 2.5GHZ 17" DISPLAY | T | 044 | 040319 | 09/22/08 | 3,299.00 | W8837045YP3 | 3222 | | | |
| 10-01917 | APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY | T | 044 | 106082 | 09/25/09 | 2,729.00 | W89341RU8YA | G400 | 3222 | | |
| 10-01924 | APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY | T | 044 | 106089 | 09/25/09 | 2,729.00 | W89341QN8YA | G400 | 3222 | | |
| 10-01990 | PRINTER, LEXMARK T652DN B/W DUPLEX ADMIN | T | 044 | 114113 | 10/30/09 | 1,423.50 | 793N3BW | G400 | 3222 | | |
| 10-03740 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138867 | 03/10/10 | 1,169.00 | C0912220080 | G400 | 3222 | | |
| 10-03741 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138868 | 03/10/10 | 1,169.00 | C0912220079 | G400 | 3222 | | |
| 10-03742 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138869 | 03/10/10 | 1,169.00 | C0912220078 | G400 | 3222 | | |
| 10-03743 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138890 | 03/10/10 | 1,169.00 | C0912220077 | G400 | 3222 | | |
| 10-03744 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138892 | 03/10/10 | 1,169.00 | C0912220076 | G400 | 3222 | | |
| 10-04126 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 142331 | 03/25/10 | 1,553.00 | W801014M66H | G400 | 3222 | | |
| 10-04131 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/10 | 1,169.00 | C0911120513 | G400 | 3222 | | |
| 10-04132 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/10 | 1,169.00 | C0911120514 | G400 | 3222 | | |
| 10-04133 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/10 | 1,169.00 | C0911120515 | G400 | 3222 | | |
| 10-05477 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155146 | 06/01/10 | 1,553.00 | WQ017P7XATM | 3222 | | | |
| 10-05482 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155173 | 06/01/10 | 1,553.00 | WQ017P8EATM | 3222 | | | |
| 10-05484 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155176 | 06/01/10 | 1,553.00 | WQ017P9WATM | 3222 | | | |
| 10-05487 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155179 | 06/01/10 | 1,553.00 | W8017ZXNATM | 3222 | | | |
| 10-80670 | Heartstart FRX Defibrilator | T | 083 | 157784 | 06/29/10 | 1,310.86 | B10F00530 | 3222 | | | |
| 11-00166 | PRESSURE PRO EAGLE SERIES E4040HG | T | 014 | 166934 | 08/27/10 | 1,033.33 | 1007016 | 3222 | | | |
| 11-00758 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 174059 | 09/29/10 | 1,169.00 | C1006210003 | G400 | 3222 | | |
| 11-01355 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181041 | 10/29/10 | 1,248.00 | 794CTF1 | 3222 | | | |
| 11-01356 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181042 | 10/29/10 | 1,248.00 | 794CTDK | 3222 | | | |
| 11-01357 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181043 | 10/29/10 | 1,248.00 | 794CT90 | 3222 | | | |
| 11-01358 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181044 | 10/29/10 | 1,248.00 | 794CTBN | 3222 | | | |
| 11-01361 | LAPTOP, APPLE MACBOOK | T | 044 | 180976 | 10/29/10 | 1,320.55 | 4503704FFYN | 3222 | | | |
| 11-01362 | LAPTOP, APPLE MACBOOK | T | 044 | 180977 | 10/29/10 | 1,320.55 | 450410BJFYN | 3222 | | | |
| 11-02238 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196874 | 01/31/11 | 1,248.00 | 794K9N7 | 3222 | | | |
| 11-02239 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196875 | 01/31/11 | 1,248.00 | 794K9V2 | 3222 | | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

: LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 11-02240 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196876 | 01/31/11 | 1,248.00 | 794K9N4 | 3222 | | | |
| 11-02241 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196877 | 01/31/11 | 1,248.00 | 794K9LY | 3222 | | | |
| 11-03243 | CART, DATAMATION DELL | T | 044 | 209311 | 03/30/11 | 1,100.05 | 19276 | H400 | 3222 | | |
| 11-04443 | mabook laptops | T | 044 | 227214 | 06/14/11 | 1,037.30 | 451230YQGST | H400 | 3222 | | |
| 11-04448 | mabook laptops | T | 044 | 227219 | 06/14/11 | 1,037.30 | 4512311ZGST | H400 | 3222 | | |
| 11-05741 | Cisco WAVE 574 Proxy Server | T | 044 | 224670 | 06/03/11 | 6,146.85 | MX2115019P | 3222 | | | |
| 11-80149 | WHITEBOARD INTERACTIVE | T | 011 | PC-3 | 09/17/10 | 1,999.00 | SB680R2269374 | 3222 | | | |
| 12-02106 | Apple teacher laptop | T | 044 | 263645 | 12/06/11 | 1,037.30 | 451450B6GST | C102 | 3222 | | |
| 12-02186 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272183 | 01/27/12 | 1,307.85 | D25GT0U4DHJF | 3222 | | | |
| 12-02187 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272184 | 01/27/12 | 1,307.85 | D25GT0U8DHJF | 3222 | | | |
| 12-02188 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272186 | 01/27/12 | 1,307.85 | D25GX0PNDHJF | 3222 | | | |
| 12-02191 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272189 | 01/27/12 | 1,307.85 | D25GX0PWDHJF | 3222 | | | |
| 12-02426 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 270192 | 01/18/12 | 1,248.00 | 7951TBX | 3222 | | | |
| 12-04796 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302556 | 06/11/12 | 1,511.75 | C1MHDNL2DV13 | 3222 | | | |
| 12-04797 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302558 | 06/11/12 | 1,511.75 | C17HC6HGDV13 | 3222 | | | |
| 12-04798 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302559 | 06/11/12 | 1,511.75 | C1MHDRMWDV13 | 3222 | | | |
| 12-04799 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302580 | 06/11/12 | 1,511.75 | C17HC6HTDV13 | 3222 | | | |
| 12-04800 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302582 | 06/11/12 | 1,511.75 | C1MHDNHKDV13 | 3222 | | | |
| 12-04804 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302590 | 06/11/12 | 1,511.75 | C17HC66NDV13 | 3222 | | | |
| 12-04805 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302591 | 06/11/12 | 1,511.75 | C1MHDNJCDV13 | 3222 | | | |
| 12-04806 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302592 | 06/11/12 | 1,511.75 | C1MHDRLYDV13 | 3222 | | | |
| 12-04807 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302593 | 06/11/12 | 1,511.75 | C1MHDNPRDV13 | 3222 | | | |
| 12-04809 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302595 | 06/11/12 | 1,511.75 | C1MHDRQLDV13 | 3222 | | | |
| 12-04814 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302628 | 06/11/12 | 1,307.85 | D25HP1KADHJF | 3222 | | | |
| 12-04816 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302640 | 06/11/12 | 1,307.85 | D25HP1KBDHJF | 3222 | | | |
| 12-04821 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302645 | 06/11/12 | 1,307.85 | D25HP1KJDHJF | 3222 | | | |
| 12-04822 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302647 | 06/11/12 | 1,307.85 | D25HP1KEDHJF | 3222 | | | |
| 12-04823 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302648 | 06/11/12 | 1,307.85 | D25HP1KFDHJF | 3222 | | | |
| 12-04824 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302649 | 06/11/12 | 1,307.85 | D25HP1KLDHJF | 3222 | | | |
| 12-04826 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302662 | 06/11/12 | 1,307.85 | D25HP1KKDHJF | 3222 | | | |
| 12-04827 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302663 | 06/11/12 | 1,307.85 | D25HP1KHDHJF | 3222 | | | |
| 12-04828 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302664 | 06/11/12 | 1,307.85 | D25HP1KGDHJF | 3222 | | | |
| 12-04829 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302665 | 06/11/12 | 1,307.85 | D25HP1KDDHJF | 3222 | | | |
| 12-04830 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302666 | 06/11/12 | 1,307.85 | D25HP1KMDHJF | 3222 | | | |
| 12-04831 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305406 | 06/26/12 | 1,363.00 | C02HQ022DWWM | 3222 | | | |
| 12-04832 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305407 | 06/26/12 | 1,363.00 | C02HQ02ADWWM | 3222 | | | |
| 12-04833 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305408 | 06/26/12 | 1,363.00 | C02HQ02ZDWWM | 3222 | | | |
| 12-04834 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305409 | 06/26/12 | 1,363.00 | C02HQ03ADWWM | 3222 | | | |
| 12-04835 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305420 | 06/26/12 | 1,363.00 | C02HQ01YDWWM | 3222 | | | |
| 12-04836 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305421 | 06/26/12 | 1,363.00 | C02HQ00WDWWM | 3222 | | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 12-04837 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305422 | 06/26/12 | 1,363.00 | C02HQ011DWWM | 3222 | | | |
| 12-04838 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305423 | 06/26/12 | 1,363.00 | C02HQ009DWWM | 3222 | | | |
| 12-04839 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305424 | 06/26/12 | 1,363.00 | C02HQ003DWWM | 3222 | | | |
| 12-04840 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305425 | 06/26/12 | 1,363.00 | C02HQ008DWWM | 3222 | | | |
| 13-00005 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308604 | 07/25/12 | 1,511.75 | C1MHVWHQDTY3 | 3222 | | | |
| 13-00006 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308605 | 07/25/12 | 1,511.75 | C1MHVWABDTY3 | 3222 | | | |
| 13-00007 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308606 | 07/25/12 | 1,511.75 | C1MHVWBTDTY3 | 3222 | | | |
| 13-00008 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308607 | 07/25/12 | 1,511.75 | C1MHVWGSDTY3 | 3222 | | | |
| 13-00009 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308608 | 07/25/12 | 1,511.75 | C1MHVWBSDTY3 | 3222 | | | |
| 13-00011 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308620 | 07/25/12 | 1,511.75 | C1MHVWBFDTY3 | 3222 | | | |
| 13-00013 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308623 | 07/25/12 | 1,511.75 | C1MHVW5ZDTY3 | 3222 | | | |
| 13-00015 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308625 | 07/25/12 | 1,511.75 | C1MHVW8EDTY3 | 3222 | | | |
| 13-00016 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308626 | 07/25/12 | 1,511.75 | C1MHVW5EDTY3 | 3222 | | | |
| 13-00018 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308628 | 07/25/12 | 1,511.75 | C1MHVWC2DTY3 | 3222 | | | |
| 13-01838 | TELEVISION, FLAT SCREEN TOS65HT2U 65" | T | 060 | 333009 | 11/08/12 | 1,998.00 | C28208T24683A2 | 3222 | | | |
| 13-02397 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342078 | 12/18/12 | 1,248.00 | 795HNPN | 3222 | | | |
| 13-02398 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342079 | 12/18/12 | 1,248.00 | 795HNPC | 3222 | | | |
| 13-02399 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342170 | 12/18/12 | 1,248.00 | 795HNP4 | 3222 | | | |
| 13-02400 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342171 | 12/18/12 | 1,248.00 | 795HNPB | 3222 | | | |
| 13-02401 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342172 | 12/18/12 | 1,248.00 | 795HNP3 | 3222 | | | |
| 13-02402 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343495 | 12/21/12 | 1,511.00 | C02JHMSSDTY3 | 3222 | | | |
| 13-02403 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343496 | 12/21/12 | 1,511.00 | C02JHMREDTY3 | 3222 | | | |
| 13-02404 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343497 | 12/21/12 | 1,511.00 | C02JHNL9DTY3 | 3222 | | | |
| 13-02405 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343498 | 12/21/12 | 1,511.00 | C02JHMT1DTY3 | 3222 | | | |
| 13-02406 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343499 | 12/21/12 | 1,511.00 | C02JHMT6DTY3 | 3222 | | | |
| 13-02407 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343500 | 12/21/12 | 1,511.00 | C02JHMSRDTY3 | 3222 | | | |
| 13-03324 | Toshiba LCD TV 65 in INM TOS65HT2U | T | 060 | 356265 | 02/15/13 | 1,998.00 | Z4QR3CZCC09322 | 3222 | | | |
| 13-03325 | DELL PRECISION T5600 W/24" FLAT PANEL | T | 044 | 356266 | 02/15/13 | 2,730.47 | 9XQVQN1 | 3222 | | | |
| 13-03660 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 363716 | 03/15/13 | 1,511.00 | C02K55THDTY3 | 3222 | | | |
| 13-03661 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 363717 | 03/15/13 | 1,511.00 | C02K533NDTY3 | 3222 | | | |
| 13-03662 | APPLE IMAC INTEL W/21.5" UPGRADED LED | T | 044 | 363718 | 03/15/13 | 1,270.88 | D25K700MDPNK | 3222 | | | |
| 13-05135 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384594 | 06/07/13 | 1,511.00 | C02K3JN0DTY3 | 3222 | | | |
| 13-05136 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384630 | 06/07/13 | 1,511.00 | C0K3JLUDTY3 | 3222 | | | |
| 13-05137 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384631 | 06/07/13 | 1,511.00 | C02K3JHYDTY3 | 3222 | | | |
| 13-05138 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384489 | 06/07/13 | 1,511.00 | C02K3JLYDTY3 | 3222 | | | |
| 13-05244 | PRINTER, LEXMARK C792E COLOR LASER | T | 044 | 385318 | 06/11/13 | 3,067.00 | 5062169472NBM | 3222 | | | |
| 13-05245 | PRINTER, LEXMARK C792E COLOR LASER | T | 044 | 385317 | 06/11/13 | 3,067.00 | 5062169472N97 | 3222 | | | |
| 13-05414 | MED BIN CART | T | 083 | 386383 | 06/17/13 | 3,808.00 | 196328 | 3222 | | | |
| 14-06358 | TENNANT HEAVY DUTY FLOOR MACHINE | T | 014 | 473253 | 06/12/14 | 1,205.10 | 90073310681290 | 3222 | | | |
| 14-06361 | BURNISHER, HI-SPEED ELECTRIC 20" TENANT | T | 014 | 473254 | 06/12/14 | 1,386.45 | 10685854 | 3222 | | | |

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LOCN: 3222

FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-06362 | VACUUM, WET/DRY 16 GALLON BATTERY OPER | T | 014 | 473254 | 06/12/14 | 1,785.81 | 10679025 | 3222 | | | |
| 14-06434 | PRINTER, LEXMARK MX611DTE LASER/FAX/SCAN | T | 044 | 472649 | 06/10/14 | 2,404.00 | 701632HH02D29 | 3222 | | | |
| 14-06537 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08XF8J9 | 3222 | | | |
| 14-06538 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08NF8J9 | 3222 | | | |
| 14-06539 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05YF8J9 | 3222 | | | |
| 14-06541 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06NF8J9 | 3222 | | | |
| 14-06543 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07WF8J9 | 3222 | | | |
| 14-06544 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05MF8J9 | 3222 | | | |
| 14-06545 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08MF8J9 | 3222 | | | |
| 14-06546 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08RF8J9 | 3222 | | | |
| 14-06547 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06PF8J9 | 3222 | | | |
| 14-06548 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW0D4F8J9 | 3222 | | | |
| 14-06549 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07RF8J9 | 3222 | | | |
| 14-06550 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MV0YHF8J9 | 3222 | | | |
| 14-06551 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MV0XBF8J9 | 3222 | | | |
| 14-06552 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08JF8J9 | 3222 | | | |
| 14-06553 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08DF8J9 | 3222 | | | |
| 14-06554 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW082F8J9 | 3222 | | | |
| 14-06555 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06ZF8J9 | 3222 | | | |
| 14-06556 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08BF8J9 | 3222 | | | |
| 14-06557 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07YF8J9 | 3222 | | | |
| 14-06558 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MV0WPF8J9 | 3222 | | | |
| 14-06559 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05RF8J9 | 3222 | | | |
| 14-06560 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW088F8J9 | 3222 | | | |
| 14-06562 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08QF8J9 | 3222 | | | |
| 14-06563 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05XF8J9 | 3222 | | | |
| 14-06564 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW091F8J9 | 3222 | | | |
| 14-06565 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW068F8J9 | 3222 | | | |
| 14-06566 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW090F8J9 | 3222 | | | |
| 14-06567 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW089F8J9 | 3222 | | | |
| 14-06568 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW087F8J9 | 3222 | | | |
| 14-06569 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07AF8J9 | 3222 | | | |
| 14-06570 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06CF8J9 | 3222 | | | |
| 14-06571 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08PF8J9 | 3222 | | | |
| 14-06572 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07GF8J9 | 3222 | | | |
| 14-06573 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07QF8J9 | 3222 | | | |
| 14-06575 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08YF8J9 | 3222 | | | |
| 15-00302 | EXECUTIVE DESK 72" CHERRY FINISH | T | 035 | 477154 | 07/09/14 | 1,599.00 | NONE | 3222 | | | |
| 15-00831 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00832 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |

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5/15

14-06 74
IMAC 27-inch

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LOCN: 3222

FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 15-00833 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00834 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00835 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00836 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00837 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-02257 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 500161 | 10/10/14 | 1,339.00 | 51212 | 3222 | | | |
| 15-02258 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 500161 | 10/10/14 | 1,339.00 | 40842 | 3222 | | | |
| 15-02636 | PRINTER, LEXMARK MX710DE B/W LASER/FAX/C | T | 044 | 505939 | 11/04/14 | 3,096.00 | 7463479906D40 | 3222 | | | |
| 15-04239 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 531274 | 03/24/15 | 1,339.00 | 52226 | 3222 | | | |
| 15-04711 | KILN, ELECTRIC | T | 010 | 544940 | 05/22/15 | 2,240.35 | 7983 | 3222 | | | |
| 15-05966 | MACBOOK PRO DISPLAY | T | 044 | 551259 | 06/25/15 | 1,399.00 | C02PV661FVH5 | 3222 | | | |
| 15-05975 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSTFVH3 | 3222 | | | |
| 15-05976 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSUFVH3 | 3222 | | | |
| 15-05977 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSWFVH3 | 3222 | | | |
| 15-05978 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSXFVH3 | 3222 | | | |
| 15-05979 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSYFVH3 | 3222 | | | |
| 15-05980 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSZFVH3 | 3222 | | | |
| 15-05981 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT1FVH3 | 3222 | | | |
| 15-05982 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT2FVH3 | 3222 | | | |
| 15-05983 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT4FVH3 | 3222 | | | |
| 15-05984 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSSFVH3 | 3222 | | | |
| 15-05985 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT5FVH3 | 3222 | | | |
| 15-05986 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT6FVH3 | 3222 | | | |
| 15-05987 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT7FVH3 | 3222 | | | |
| 15-05988 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT8FVH3 | 3222 | | | |
| 15-05989 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT9FVH3 | 3222 | | | |
| 15-05990 | APPLE MACBOOK PRO 13" | T | 044 | 551351 | 06/25/15 | 1,329.00 | C02PVXTAFVH3 | 3222 | | | |
| 15-05991 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/15 | 1,329.00 | C02PVXTBFVH3 | 3222 | | | |
| 15-05992 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/15 | 1,329.00 | C02PVXTCFVH3 | 3222 | | | |
| 15-05993 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/15 | 1,329.00 | C02PVXTDFVH3 | 3222 | | | |
| 16-00668 | EXECUTIVE L SHAPED DESK | T | 035 | 558315 | 08/25/15 | 1,809.00 | NONE | 3222 | | | |
| 16-01980 | ZEBRA SERIES 3 PRINTER | T | 046 | 583987 | 12/11/15 | 1,595.00 | CL65017536 | 3222 | | | |
| 16-02920 | RECORDEX SIMPLICITYTOUCH 70 HD PANEL | T | 011 | 603159 | 03/16/16 | 5,188.00 | ST-700-006136 | 3222 | | | |
| 16-03145 | SERVER, POWEREDGE R220 | T | 044 | 605358 | 03/30/16 | 1,628.93 | B7GT382 | 3222 | | | |
| 17-01990 | IPTV CONNECT V2 | T | 044 | 658693 | 03/14/17 | 2,828.32 | IDN53 | 3222 | | | |
| 17-01991 | ZEUS IPTV ENCODER SDI, HDMI, SDI INPUT | T | 044 | 658694 | 03/14/17 | 2,515.50 | 50000101165210001 | 3222 | | | |
| 17-02215 | SERVER, POWEREDGE R330 | T | 044 | 660391 | 03/24/17 | 3,530.00 | JG8MXG2 | 3222 | | | |
| 86-27822 | CABINET B/G W/TOOLS FOUNDRY #TS17CT | G | 016 | 47201 | 05/09/86 | 3,310.00 | NONE | 3222 | | | |
| 86-27824 | CABINET B/G W/TOOLS WOODWORKING #TS10CT | G | 016 | 47201 | 05/09/86 | 3,395.00 | NONE | 3222 | | | |
| 89-22851 | TORSO WARD BIOLOGY TEACH B1W1150 | G | 021 | 80062 | 02/13/89 | 1,415.50 | 32220006 | 3222 | | | |

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LOCN: 3222

FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 91-22517 | CABINET, TRAY TOTE LARGE W/CASTERS #1544 | G | 001 | 719547 | 05/07/91 | 1,356.31 | 32220003 | 3222 | | | |
| 93-23175 | PIANO KAWAI UST-8 STUDIO WALNUT DAMP CHA | G | 040 | 061331 | 10/09/92 | 2,498.00 | A7541 | 3222 | | | |
| 93-23210 | MACHINE GROUT DULEX ZBID-420 | G | 014 | 058389 | 09/23/92 | 2,253.00 | 5683 | 3222 | | | |
| 94-11014 | CABINET SHOP GENERAL LESS TOOT #458705 | G | 016 | 097137 | 01/29/93 | 1,271.70 | 32220004 | 3222 | | | |
| 96-12394 | SCRUBBER, AUTOMATIC, MINUTEMAN MC1700-00 | G | 014 | 414444 | 09/13/96 | 2,029.68 | 7960092 | 3222 | | | |
| 96-18466 | PRINTER, POSTER PRO LX MAC | G | 044 | 340249 | 01/17/96 | 3,196.00 | 41206703 | 3222 | | | |
| 97-23956 | TORSO DELUXE TEACHING | G | 021 | 488997 | 08/08/97 | 1,339.80 | 04220006 | 3222 | | | |
| 97-28839 | TORSO, OPEN BACK W/VERTEBRAE BIO MDL | G | 016 | 495644 | 09/10/97 | 1,385.00 | 04220007 | 3222 | | | |
| 97-55020 | CABINET, MW84W W/TOOLS | G | 016 | 505036 | 10/24/97 | 4,410.00 | NONE | 3222 | | | |
| 97-55022 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55023 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55024 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55025 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55026 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55865 | PIANO, UPRIGHT STUDIO YAMAHA | G | 040 | 513185 | 11/26/97 | 2,965.00 | T219378 | 3222 | | | |
| 97-90151 | CABINET W/TOOLS, MWL-84G2 | G | 016 | 518480 | 12/17/97 | 5,123.00 | NONE | 3222 | | | |
| 97-93996 | CABINET W/TOOLS | G | 016 | 536308 | 03/11/98 | 6,719.00 | NONE | 3222 | | | |
| 98-11899 | MACHINE ARM CURL, 44"WLX66"H, 410LB SU75 | G | 020 | 577356 | 07/28/98 | 2,199.00 | 014931 | 3222 | | | |
| 99-14988 | TELEVISION, STEREO COLOR 35" | G | 060 | 666561 | 08/16/99 | 1,805.00 | 9066356 | 3222 | | | |
| 99-80010 | MACHINE SEWING, 9000 MEMORY CRAFT | G | 015 | 626488 | 03/04/99 | 1,669.00 | 830151887 | 3222 | | | |
| A01-81298 | CAMCORDER, SONY DIGITAL VIDEO | T | 058 | NF-3 | 10/25/00 | 2,136.00 | 1009209 | 3222 | | | |
| A08-83619 | ACTIVEXPRESSIONS 32 PIECE SET | T | 011 | NF-3 | 05/09/08 | 2,195.00 | 04220011 | 3222 | | | |
| A12-81232 | CART, BRETFORD IPAD POWERSYNC | T | 044 | 295651 | 04/30/12 | 2,577.57 | 04220015 | 3222 | | | |
| A98-90716 | MIXER, HOBART INDUSTRIAL | T | 013 | NF-3 | 07/01/97 | 1,599.00 | 111036176 | 3222 | | | |
| R04-02577 | PRINTER, LEXMARK T630N | T | 044 | 066838 | 07/31/03 | 1,208.00 | 9912K8T | 3222 | | | |
| R07-28408 | BRETFORD CART FOR 20 NOTEBOOK | T | 044 | NF-3 | 07/18/06 | 1,399.95 | 32220001 | 3222 | | | |
| R14-80120 | LEXMARK MFP PRINTER | T | 044 | PC-3 | 10/08/13 | 1,799.00 | 79G60TZ | 3222 | | | |
| R15-80147 | LAMINATOR 27" ROLL HEAT SEALED | T | 046 | 346630 | 12/08/14 | 1,406.00 | A100222G | 3222 | | | |
| R15-80275 | FELLOWES CROSS CUT SHREDDER | T | 046 | 529317 | 03/13/15 | 1,850.00 | 141229IK0178740 | 3222 | | | |
| R16-80133 | EXECUTIVE DESK | T | 004 | 607850 | 05/20/16 | 1,421.52 | NONE | 3222 | | | |
| R16-80134 | CREDENZA | T | 001 | 607850 | 05/20/16 | 1,155.31 | NONE | 3222 | | | |
| R16-80135 | CREDENZA | T | 001 | 607850 | 05/20/16 | 1,155.31 | NONE | 3222 | | | |
| S16028293 | IPAD AIR WIFI 16GB - SPACE GRAY | T | 044 | 582115 | 12/02/15 | 379.00 | DMPQLR7FFK10 | SMRT | 3222 | | |
| S16028294 | IPAD MINI W/RETINA DISPLAY 32GB - GRAY | T | 044 | 582117 | 12/02/15 | 299.00 | F9FQL5VZFCM6 | SMRT | 3222 | | |
| S16029503 | LENOVO THINKCENTRE M93Z TOUCH 23 | T | 044 | 582328 | 12/02/15 | 1,290.00 | MJ0369T4 | SMRT | 3222 | | |
| S16038340 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7X3GFWM | SMRT | 3222 | | |
| S16038341 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7V9GFWM | SMRT | 3222 | | |
| S16038342 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W9GFWM | SMRT | 3222 | | |
| S16038343 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XWGFWM | SMRT | 3222 | | |
| S16038344 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YDGFWM | SMRT | 3222 | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

LOCN: 3222

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| S16038345 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W7GFWM | SMRT 3222 | | | |
| S16038346 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7V8GFWM | SMRT 3222 | | | |
| S16038347 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XUGFWM | SMRT 3222 | | | |
| S16038348 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YMGFWM | SMRT 3222 | | | |
| S16038349 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W6GFWM | SMRT 3222 | | | |
| S16038350 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WXGFWM | SMRT 3222 | | | |
| S16038351 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7VQGFWM | SMRT 3222 | | | |
| S16038352 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WJGFWM | SMRT 3222 | | | |
| S16038353 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WCGFWM | SMRT 3222 | | | |
| S16038354 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y2GFWM | SMRT 3222 | | | |
| S16038355 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QV2AJGFWM | SMRT 3222 | | | |
| S16038356 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y4GFWM | SMRT 3222 | | | |
| S16038357 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7VTGFWM | SMRT 3222 | | | |
| S16038358 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y1GFWM | SMRT 3222 | | | |
| S16038359 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QV2ALGFWM | SMRT 3222 | | | |
| S16038360 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XSGFWM | SMRT 3222 | | | |
| S16038361 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YEGFWM | SMRT 3222 | | | |
| S16038362 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XMGFWM | SMRT 3222 | | | |
| S16038363 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y8GFWM | SMRT 3222 | | | |
| S16038364 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y0GFWM | SMRT 3222 | | | |
| S16038365 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WBGFWM | SMRT 3222 | | | |
| S16038366 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QV2AKGFWM | SMRT 3222 | | | |
| S16038367 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XZGFWM | SMRT 3222 | | | |
| S16038368 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YKGFWM | SMRT 3222 | | | |
| S16038369 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XYGFWM | SMRT 3222 | | | |
| S16038370 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WPGFWM | SMRT 3222 | | | |
| S16038371 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YPGFWM | SMRT 3222 | | | |
| S16038372 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W5GFWM | SMRT 3222 | | | |
| S16059060 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161922 | SMRT 3222 | | | |
| S16059061 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161674 | SMRT 3222 | | | |
| S16059062 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161516 | SMRT 3222 | | | |
| S16059063 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161468 | SMRT 3222 | | | |
| S16059064 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133410 | SMRT 3222 | | | |
| S16059065 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133440 | SMRT 3222 | | | |
| S16059066 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161463 | SMRT 3222 | | | |
| S16059067 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161563 | SMRT 3222 | | | |
| S16059068 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161432 | SMRT 3222 | | | |
| S16059069 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511111115 | SMRT 3222 | | | |
| S16059070 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133529 | SMRT 3222 | | | |
| S16059071 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133854 | SMRT 3222 | | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| S16059072 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161312 | SMRT | 3222 | | |
| S16059073 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161273 | SMRT | 3222 | | |
| S16059074 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161381 | SMRT | 3222 | | |
| S16059075 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133345 | SMRT | 3222 | | |
| S16059076 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133865 | SMRT | 3222 | | |
| S16059077 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133847 | SMRT | 3222 | | |
| S16059078 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133379 | SMRT | 3222 | | |
| S16059079 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161547 | SMRT | 3222 | | |
| S16059080 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161596 | SMRT | 3222 | | |
| S16059081 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133447 | SMRT | 3222 | | |
| S16059082 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133720 | SMRT | 3222 | | |
| S16059083 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511111646 | SMRT | 3222 | | |
| S16059084 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161699 | SMRT | 3222 | | |
| S16059085 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161606 | SMRT | 3222 | | |
| S16059086 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161504 | SMRT | 3222 | | |
| S16059087 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161697 | SMRT | 3222 | | |
| S16059088 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161566 | SMRT | 3222 | | |
| S16059089 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161892 | SMRT | 3222 | | |
| S16059090 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161529 | SMRT | 3222 | | |
| S16059091 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161702 | SMRT | 3222 | | |
| 05LA00170 | Apple Refresh Server | T | 044 | 002005 | 07/22/05 | 3,021.23 | QP532076SLZ | 3222 | | | |
| 05LA30305 | APPLE REFRESH RAID SERVER | T | 044 | 002005 | 07/22/05 | 3,970.32 | QP5320C9RS4 | 3222 | | | |
| 05LL03941 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901K30 | 3222 | | | |
| 05LL03942 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901K05 | 3222 | | | |
| 05LL03943 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901HRH | 3222 | | | |
| 05LL03944 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901K3Z | 3222 | | | |
| 05LL03945 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7902159 | 3222 | | | |
| 05LL03946 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7902155 | 3222 | | | |
| 05LL03947 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7902156 | 3222 | | | |
| 05LL03948 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 790213Z | 3222 | | | |
| 05LL03949 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 79022HK | 3222 | | | |
| 08LA03327 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ81298A0P1 | 3222 | | | |
| 08LA03328 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8129GY0P1 | 3222 | | | |
| 08LA03329 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8129DC0P1 | 3222 | | | |
| 08LA03331 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8128700P1 | 3222 | | | |
| 08LA03333 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8128C50P1 | 3222 | | | |
| 08LA03336 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8128Y70P1 | 3222 | | | |

Attachment 6

# UPDATED PROPERTY AND INVENTORY REPORT

## MAY 22, 2017

## ALL ITEMS REMOVED BY CAPITAL ASSETS

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OptiSpool Print https://webapp.browardschools.com/optispool/ospoolprint/OS

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PROP NEW RECORDS REPORT

PNI954A

LOCATION: 3222

| BPI NUMBER | DESCRIPTION | TOTAL COST | VOUCHER | CLASS | STOLEN DATE | SERIAL NUMBER | LOCATION | PROJECT | OLD LOC |
|---|---|---|---|---|---|---|---|---|---|
| 17-02362 | HEATED HOLDING & HUMIDIFIED CABIN | 4,319.96 | 664681 | 013 | | 175192901 | 3222 | | |
| 17-02373 | Refurb Life Fitness 95t Treadmill | 1,750.00 | 665738 | 020 | | NONE | 3222 | | |
| 17-02387 | GOLF CART | 5,250.00 | 665736 | 019 | | 3054492 | 3222 | | |
| 17-02538 | LENOVO P310 DESKTOP | 1,153.00 | 665660 | 044 | | V340047GL | 3222 | | |
| LOCATION TOTAL | | 12,472.96 | | | | | | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08-00361 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/07 | 1,499.00 | W87245F0YA2 | 3222 | | | |
| 08-00362 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/07 | 1,499.00 | W8724A8DYA2 | 3222 | | | |
| 08-04595 | DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/ | T | 044 | 005398 | 10/24/07 | 1,748.00 | 89B1RD1 | 3222 | | | |
| 08-05063 | APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" | T | 044 | 274342 | 10/29/07 | 1,499.00 | W87329PLZ5V | 3222 | | | |
| 08-08733 | 32 ACTIVOTE 2.4GHZ | T | 011 | 013458 | 05/02/08 | 2,702.00 | 32220008 | 3222 | | | |
| 08-09610 | DELL WS3400 W/20" FLAT PANEL | T | 044 | 023389 | 06/27/08 | 1,506.00 | JM1QGG1 | 3222 | | | |
| 08-11117 | WHITEBOARD, INTERACTIVE SMART BOARD SB68 | T | 011 | 021322 | 06/11/08 | 1,002.00 | SB680R2394729 | 3222 | | | |
| 08-11120 | WHITEBOARD, INTERACTIVE SMART BOARD SB68 | T | 011 | 021311 | 06/11/08 | 1,002.00 | SB680R2A69847 | 3222 | | | |
| 08-11895 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/08 | 1,505.00 | W88152SG0P0 | 3222 | | | |
| 08-11898 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/08 | 1,505.00 | W88152RJ0P0 | 3222 | | | |
| 08-11899 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/08 | 1,505.00 | W88152U10P0 | 3222 | | | |
| 08-13165 | ACTIVEXPRESSION 32 | T | 011 | 017126 | 05/22/08 | 2,195.00 | 32220007 | 3222 | | | |
| 09-04741 | APPLE MACBOOK PRO 2.5GHZ 17" DISPLAY | T | 044 | 040319 | 09/22/08 | 3,299.00 | W8837045YP3 | 3222 | | | |
| 10-01917 | APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY | T | 044 | 106082 | 09/25/09 | 2,729.00 | W89341RU8YA | G400 | 3222 | | |
| 10-01924 | APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY | T | 044 | 106089 | 09/25/09 | 2,729.00 | W89341QN8YA | G400 | 3222 | | |
| 10-01990 | PRINTER, LEXMARK T652DN B/W DUPLEX ADMIN | T | 044 | 114113 | 10/30/09 | 1,423.50 | 793N3BW | G400 | 3222 | | |
| 10-03740 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138867 | 03/10/10 | 1,169.00 | C0912220080 | G400 | 3222 | | |
| 10-03741 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138868 | 03/10/10 | 1,169.00 | C0912220079 | G400 | 3222 | | |
| 10-03742 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138869 | 03/10/10 | 1,169.00 | C0912220078 | G400 | 3222 | | |
| 10-03743 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138890 | 03/10/10 | 1,169.00 | C0912220077 | G400 | 3222 | | |
| 10-03744 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138892 | 03/10/10 | 1,169.00 | C0912220076 | G400 | 3222 | | |
| 10-04126 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 142331 | 03/25/10 | 1,553.00 | W801014M66H | G400 | 3222 | | |
| 10-04131 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/10 | 1,169.00 | C0911120513 | G400 | 3222 | | |
| 10-04132 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/10 | 1,169.00 | C0911120514 | G400 | 3222 | | |
| 10-04133 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/10 | 1,169.00 | C0911120515 | G400 | 3222 | | |
| 10-05477 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155146 | 06/01/10 | 1,553.00 | WQ017P7XATM | 3222 | | | |
| 10-05482 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155173 | 06/01/10 | 1,553.00 | WQ017P8EATM | 3222 | | | |
| 10-05484 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155176 | 06/01/10 | 1,553.00 | WQ017P9WATM | 3222 | | | |
| 10-05487 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155179 | 06/01/10 | 1,553.00 | W8017ZXNATM | 3222 | | | |
| 10-80670 | Heartstart FRX Defibrilator | T | 083 | 157784 | 06/29/10 | 1,310.86 | B10F00530 | 3222 | | | |
| 11-00166 | PRESSURE PRO EAGLE SERIES E4040HG | T | 014 | 166934 | 08/27/10 | 1,033.33 | 1007016 | 3222 | | | |
| 11-00758 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 174059 | 09/29/10 | 1,169.00 | C1006210003 | G400 | 3222 | | |
| 11-01355 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181041 | 10/29/10 | 1,248.00 | 794CTF1 | 3222 | | | |
| 11-01356 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181042 | 10/29/10 | 1,248.00 | 794CTDK | 3222 | | | |
| 11-01357 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181043 | 10/29/10 | 1,248.00 | 794CT90 | 3222 | | | |
| 11-01358 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181044 | 10/29/10 | 1,248.00 | 794CTBN | 3222 | | | |
| 11-01361 | LAPTOP, APPLE MACBOOK | T | 044 | 180976 | 10/29/10 | 1,320.55 | 4503704FFYN | 3222 | | | |
| 11-01362 | LAPTOP, APPLE MACBOOK | T | 044 | 180977 | 10/29/10 | 1,320.55 | 450410BJFYN | 3222 | | | |
| 11-02238 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196874 | 01/31/11 | 1,248.00 | 794K9N7 | 3222 | | | |
| 11-02239 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196875 | 01/31/11 | 1,248.00 | 794K9V2 | 3222 | | | |

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LOCN: 3222

FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 11-02240 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196876 | 01/31/11 | 1,248.00 | 794K9N4 | 3222 | | | |
| 11-02241 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196877 | 01/31/11 | 1,248.00 | 794K9LY | 3222 | | | |
| 11-03243 | CART, DATAMATION DELL | T | 044 | 209311 | 03/30/11 | 1,100.05 | 19276 | H400 | 3222 | | |
| 11-04443 | mabook laptops | T | 044 | 227214 | 06/14/11 | 1,037.30 | 451230YQGST | H400 | 3222 | | |
| 11-04448 | mabook laptops | T | 044 | 227219 | 06/14/11 | 1,037.30 | 4512311ZGST | H400 | 3222 | | |
| 11-05741 | Cisco WAVE 574 Proxy Server | T | 044 | 224670 | 06/03/11 | 6,146.85 | MX2115019P | 3222 | | | |
| 11-80149 | WHITEBOARD INTERACTIVE | T | 011 | PC-3 | 09/17/10 | 1,999.00 | SB680R2269374 | 3222 | | | |
| 12-02106 | Apple teacher laptop | T | 044 | 263645 | 12/06/11 | 1,037.30 | 451450B6GST | C102 | 3222 | | |
| 12-02186 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272183 | 01/27/12 | 1,307.85 | D25GT0U4DHJF | 3222 | | | |
| 12-02187 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272184 | 01/27/12 | 1,307.85 | D25GT0U8DHJF | 3222 | | | |
| 12-02188 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272186 | 01/27/12 | 1,307.85 | D25GX0PNDHJF | 3222 | | | |
| 12-02191 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272189 | 01/27/12 | 1,307.85 | D25GX0PWDHJF | 3222 | | | |
| 12-02426 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 270192 | 01/18/12 | 1,248.00 | 7951TBX | 3222 | | | |
| 12-04796 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302556 | 06/11/12 | 1,511.75 | C1MHDNL2DV13 | 3222 | | | |
| 12-04797 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302558 | 06/11/12 | 1,511.75 | C17HC6HGDV13 | 3222 | | | |
| 12-04798 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302559 | 06/11/12 | 1,511.75 | C1MHDRMWDV13 | 3222 | | | |
| 12-04799 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302580 | 06/11/12 | 1,511.75 | C17HC6HTDV13 | 3222 | | | |
| 12-04800 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302582 | 06/11/12 | 1,511.75 | C1MHDNHKDV13 | 3222 | | | |
| 12-04804 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302590 | 06/11/12 | 1,511.75 | C17HC66NDV13 | 3222 | | | |
| 12-04805 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302591 | 06/11/12 | 1,511.75 | C1MHDNJCDV13 | 3222 | | | |
| 12-04806 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302592 | 06/11/12 | 1,511.75 | C1MHDRLYDV13 | 3222 | | | |
| 12-04807 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302593 | 06/11/12 | 1,511.75 | C1MHDNPRDV13 | 3222 | | | |
| 12-04809 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302595 | 06/11/12 | 1,511.75 | C1MHDRQLDV13 | 3222 | | | |
| 12-04814 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302628 | 06/11/12 | 1,307.85 | D25HP1KADHJF | 3222 | | | |
| 12-04816 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302640 | 06/11/12 | 1,307.85 | D25HP1KBDHJF | 3222 | | | |
| 12-04821 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302645 | 06/11/12 | 1,307.85 | D25HP1KJDHJF | 3222 | | | |
| 12-04822 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302647 | 06/11/12 | 1,307.85 | D25HP1KEDHJF | 3222 | | | |
| 12-04823 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302648 | 06/11/12 | 1,307.85 | D25HP1KFDHJF | 3222 | | | |
| 12-04824 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302649 | 06/11/12 | 1,307.85 | D25HP1KLDHJF | 3222 | | | |
| 12-04826 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302662 | 06/11/12 | 1,307.85 | D25HP1KKDHJF | 3222 | | | |
| 12-04827 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302663 | 06/11/12 | 1,307.85 | D25HP1KHDHJF | 3222 | | | |
| 12-04828 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302664 | 06/11/12 | 1,307.85 | D25HP1KGDHJF | 3222 | | | |
| 12-04829 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302665 | 06/11/12 | 1,307.85 | D25HP1KDDHJF | 3222 | | | |
| 12-04830 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302666 | 06/11/12 | 1,307.85 | D25HP1KMDHJF | 3222 | | | |
| 12-04831 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305406 | 06/26/12 | 1,363.00 | C02HQ022DWWM | 3222 | | | |
| 12-04832 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305407 | 06/26/12 | 1,363.00 | C02HQ02ADWWM | 3222 | | | |
| 12-04833 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305408 | 06/26/12 | 1,363.00 | C02HQ022DWWM | 3222 | | | |
| 12-04834 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305409 | 06/26/12 | 1,363.00 | C02HQ03ADWWM | 3222 | | | |
| 12-04835 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305420 | 06/26/12 | 1,363.00 | C02HQ01YDWWM | 3222 | | | |
| 12-04836 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305421 | 06/26/12 | 1,363.00 | C02HQ00WDWWM | 3222 | | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 12-04837 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305422 | 06/26/12 | 1,363.00 | C02HQ011DWWM | 3222 | | | |
| 12-04838 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305423 | 06/26/12 | 1,363.00 | C02HQ009DWWM | 3222 | | | |
| 12-04839 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305424 | 06/26/12 | 1,363.00 | C02HQ003DWWM | 3222 | | | |
| 12-04840 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305425 | 06/26/12 | 1,363.00 | C02HQ008DWWM | 3222 | | | |
| 13-00005 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308604 | 07/25/12 | 1,511.75 | C1MHVWHQDTY3 | 3222 | | | |
| 13-00006 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308605 | 07/25/12 | 1,511.75 | C1MHVWABDTY3 | 3222 | | | |
| 13-00007 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308606 | 07/25/12 | 1,511.75 | C1MHVWBTDTY3 | 3222 | | | |
| 13-00008 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308607 | 07/25/12 | 1,511.75 | C1MHVWGSDTY3 | 3222 | | | |
| 13-00009 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308608 | 07/25/12 | 1,511.75 | C1MHVWBSDTY3 | 3222 | | | |
| 13-00011 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308620 | 07/25/12 | 1,511.75 | C1MHVWBFDTY3 | 3222 | | | |
| 13-00013 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308623 | 07/25/12 | 1,511.75 | C1MHVW5ZDTY3 | 3222 | | | |
| 13-00015 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308625 | 07/25/12 | 1,511.75 | C1MHVW8EDTY3 | 3222 | | | |
| 13-00016 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308626 | 07/25/12 | 1,511.75 | C1MHVW5EDTY3 | 3222 | | | |
| 13-00018 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308628 | 07/25/12 | 1,511.75 | C1MHVWC2DTY3 | 3222 | | | |
| 13-01838 | TELEVISION, FLAT SCREEN TOS65HT2U 65" | T | 060 | 333009 | 11/08/12 | 1,998.00 | C28208T24683A2 | 3222 | | | |
| 13-02397 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342078 | 12/18/12 | 1,248.00 | 795HNPN | 3222 | | | |
| 13-02398 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342079 | 12/18/12 | 1,248.00 | 795HNPC | 3222 | | | |
| 13-02399 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342170 | 12/18/12 | 1,248.00 | 795HNP4 | 3222 | | | |
| 13-02400 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342171 | 12/18/12 | 1,248.00 | 795HNPB | 3222 | | | |
| 13-02401 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342172 | 12/18/12 | 1,248.00 | 795HNP3 | 3222 | | | |
| 13-02402 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343495 | 12/21/12 | 1,511.00 | C02JHMSSDTY3 | 3222 | | | |
| 13-02403 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343496 | 12/21/12 | 1,511.00 | C02JHMREDTY3 | 3222 | | | |
| 13-02404 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343497 | 12/21/12 | 1,511.00 | C02JHNL9DTY3 | 3222 | | | |
| 13-02405 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343498 | 12/21/12 | 1,511.00 | C02JHMT1DTY3 | 3222 | | | |
| 13-02406 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343499 | 12/21/12 | 1,511.00 | C02JHMT6DTY3 | 3222 | | | |
| 13-02407 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343500 | 12/21/12 | 1,511.00 | C02JHMSRDTY3 | 3222 | | | |
| 13-03324 | Toshiba LCD TV 65 in INM TOS65HT2U | T | 060 | 356265 | 02/15/13 | 1,998.00 | Z4QR3CZCC09322 | 3222 | | | |
| 13-03325 | DELL PRECISION T5600 W/24" FLAT PANEL | T | 044 | 356266 | 02/15/13 | 2,730.47 | 9XQVQW1 | 3222 | | | |
| 13-03660 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 363716 | 03/15/13 | 1,511.00 | C02K55THDTY3 | 3222 | | | |
| 13-03661 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 363717 | 03/15/13 | 1,511.00 | C02K533NDTY3 | 3222 | | | |
| 13-03662 | APPLE IMAC INTEL W/21.5" UPGRADED LED | T | 044 | 363718 | 03/15/13 | 1,270.88 | D25K700MDPNK | 3222 | | | |
| 13-05135 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384594 | 06/07/13 | 1,511.00 | C02K3JN0DTY3 | 3222 | | | |
| 13-05136 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384630 | 06/07/13 | 1,511.00 | C0K3JLUDTY3 | 3222 | | | |
| 13-05137 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384631 | 06/07/13 | 1,511.00 | C02K3JHYDTY3 | 3222 | | | |
| 13-05138 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384489 | 06/07/13 | 1,511.00 | C02K3JLYDTY3 | 3222 | | | |
| 13-05244 | PRINTER, LEXMARK C792E COLOR LASER | T | 044 | 385318 | 06/11/13 | 3,067.00 | 5062169472N8M | 3222 | | | |
| 13-05245 | PRINTER, LEXMARK C792E COLOR LASER | T | 044 | 385317 | 06/11/13 | 3,067.00 | 5062169472N97 | 3222 | | | |
| 13-05414 | MED BIN CART | T | 083 | 386383 | 06/17/13 | 3,808.00 | 196328 | 3222 | | | |
| 14-06358 | TENNANT HEAVY DUTY FLOOR MACHINE | T | 014 | 473253 | 06/12/14 | 1,205.10 | 90073310681290 | 3222 | | | |
| 14-06361 | BURNISHER, HI-SPEED ELECTRIC 20" TENANT | T | 014 | 473254 | 06/12/14 | 1,386.45 | 10685854 | 3222 | | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

PNI811

LOCN: 3222

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 14-06362 | VACUUM, WET/DRY 16 GALLON BATTERY OPER | T | 014 | 473254 | 06/12/14 | 1,785.81 | 10679025 | 3222 | | | |
| 14-06434 | PRINTER, LEXMARK MX611DTE LASER/FAX/SCAN | T | 044 | 472649 | 06/10/14 | 2,404.00 | 701632HH02D29 | 3222 | | | |
| 14-06537 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08XF8J9 | 3222 | | | |
| 14-06538 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08NF8J9 | 3222 | | | |
| 14-06539 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05YF8J9 | 3222 | | | |
| 14-06541 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06NF8J9 | 3222 | | | |
| 14-06543 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07WF8J9 | 3222 | | | |
| 14-06544 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05MF8J9 | 3222 | | | |
| 14-06545 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08MF8J9 | 3222 | | | |
| 14-06546 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08RF8J9 | 3222 | | | |
| 14-06547 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06PF8J9 | 3222 | | | |
| 14-06548 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW0D4F8J9 | 3222 | | | |
| 14-06549 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07RF8J9 | 3222 | | | |
| 14-06550 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MV0YHF8J9 | 3222 | | | |
| 14-06551 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MV0XBF8J9 | 3222 | | | |
| 14-06552 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08JF8J9 | 3222 | | | |
| 14-06553 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08DF8J9 | 3222 | | | |
| 14-06554 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW082F8J9 | 3222 | | | |
| 14-06555 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06ZF8J9 | 3222 | | | |
| 14-06556 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08BF8J9 | 3222 | | | |
| 14-06557 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07YF8J9 | 3222 | | | |
| 14-06558 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MV0WPF8J9 | 3222 | | | |
| 14-06559 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05RF8J9 | 3222 | | | |
| 14-06560 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW088F8J9 | 3222 | | | |
| 14-06562 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08QF8J9 | 3222 | | | |
| 14-06563 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW05XF8J9 | 3222 | | | |
| 14-06564 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW091F8J9 | 3222 | | | |
| 14-06565 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW068F8J9 | 3222 | | | |
| 14-06566 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW090F8J9 | 3222 | | | |
| 14-06567 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW089F8J9 | 3222 | | | |
| 14-06568 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW087F8J9 | 3222 | | | |
| 14-06569 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07AF8J9 | 3222 | | | |
| 14-06570 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW06CF8J9 | 3222 | | | |
| 14-06571 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08PF8J9 | 3222 | | | |
| 14-06572 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07GF8J9 | 3222 | | | |
| 14-06573 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW07QF8J9 | 3222 | | | |
| 14-06575 | IMAC 27-INCH | T | 044 | 476650 | 06/30/14 | 1,617.41 | D25MW08YF8J9 | 3222 | | | |
| 15-00302 | EXECUTIVE DESK 72" CHERRY FINISH | T | 035 | 477154 | 07/09/14 | 1,599.00 | NONE | 3222 | | | |
| 15-00831 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00832 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |

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PIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SEIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 15-00833 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00834 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00835 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00836 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-00837 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/14 | 1,265.96 | NONE | 3222 | | | |
| 15-02257 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 500161 | 10/10/14 | 1,339.00 | 51212 | 3222 | | | |
| 15-02258 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 500161 | 10/10/14 | 1,339.00 | 40842 | 3222 | | | |
| 15-02636 | PRINTER, LEXMARK MX710DE B/W LASER/FAX/C | T | 044 | 505939 | 11/04/14 | 3,096.00 | 7463479906D40 | 3222 | | | |
| 15-04239 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 531274 | 03/24/15 | 1,339.00 | 52226 | 3222 | | | |
| 15-04711 | KILN, ELECTRIC | T | 010 | 544940 | 05/22/15 | 2,240.35 | 7983 | 3222 | | | |
| 15-05966 | MACBOOK PRO DISPLAY | T | 044 | 551259 | 06/25/15 | 1,399.00 | C02PV661FVH5 | 3222 | | | |
| 15-05975 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSTFVH3 | 3222 | | | |
| 15-05976 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSUFVH3 | 3222 | | | |
| 15-05977 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSWFVH3 | 3222 | | | |
| 15-05978 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSXFVH3 | 3222 | | | |
| 15-05979 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSYFVH3 | 3222 | | | |
| 15-05980 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSZFVH3 | 3222 | | | |
| 15-05981 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT1FVH3 | 3222 | | | |
| 15-05982 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT2FVH3 | 3222 | | | |
| 15-05983 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT4FVH3 | 3222 | | | |
| 15-05984 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXSSFVH3 | 3222 | | | |
| 15-05985 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT5FVH3 | 3222 | | | |
| 15-05986 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT6FVH3 | 3222 | | | |
| 15-05987 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT7FVH3 | 3222 | | | |
| 15-05988 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT8FVH3 | 3222 | | | |
| 15-05989 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/15 | 1,329.00 | C02PVXT9FVH3 | 3222 | | | |
| 15-05990 | APPLE MACBOOK PRO 13" | T | 044 | 551351 | 06/25/15 | 1,329.00 | C02PVXTAFVH3 | 3222 | | | |
| 15-05991 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/15 | 1,329.00 | C02PVXTBFVH3 | 3222 | | | |
| 15-05992 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/15 | 1,329.00 | C02PVXTCFVH3 | 3222 | | | |
| 15-05993 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/15 | 1,329.00 | C02PVXTDFVH3 | 3222 | | | |
| 16-00668 | EXECUTIVE L SHAPED DESK | T | 035 | 558315 | 08/25/15 | 1,809.00 | NONE | 3222 | | | |
| 16-01980 | ZEBRA SERIES 3 PRINTER | T | 046 | 583987 | 12/11/15 | 1,595.00 | CL65017536 | 3222 | | | |
| 16-02920 | RECORDEX SIMPLICITYTOUCH 70 HD PANEL | T | 011 | 603159 | 03/16/16 | 5,188.00 | ST-700-006136 | 3222 | | | |
| 16-03145 | SERVER, POWEREDGE R220 | T | 044 | 605358 | 03/30/16 | 1,628.93 | B7GT382 | 3222 | | | |
| 17-01990 | IPTV CONNECT V2 | T | 044 | 658693 | 03/14/17 | 2,828.32 | IDN53 | 3222 | | | |
| 17-01991 | ZEUS IPTV ENCODER SDI, HDMI, SDI INPUT | T | 044 | 658694 | 03/14/17 | 2,515.50 | 50000101165210001 | 3222 | | | |
| 17-02215 | SERVER, POWEREDGE R330 | T | 044 | 660391 | 03/24/17 | 3,530.00 | JG8MXG2 | 3222 | | | |
| 17-02362 | HEATED HOLDING & HUMIDIFIED CABINET DUTC | T | 013 | 664681 | 04/19/17 | 4,319.96 | 175192901 | 3222 | | | |
| 17-02373 | Refurb Life Fitness 95t Treadmill | T | 020 | 665738 | 04/28/17 | 1,750.00 | NONE | 3222 | | | |
| 17-02387 | GOLF CART | T | 019 | 665736 | 04/28/17 | 5,250.00 | 3054492 | 3222 | | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 17-02538 | LENOVO P310 DESKTOP | T | 044 | 665660 | 04/27/17 | 1,153.00 | V340047GL | 3222 | | | |
| 86-27822 | CABINET B/G W/TOOLS FOUNDRY #TS17CT | G | 016 | 47201 | 05/09/86 | 3,310.00 | NONE | 3222 | | | |
| 86-27824 | CABINET B/G W/TOOLS WOODWORKING #TS10CT | G | 016 | 47201 | 05/09/86 | 3,395.00 | NONE | 3222 | | | |
| 89-22851 | TORSO WARD BIOLOGY TEACH 81W1150 | G | 021 | 80062 | 02/13/89 | 1,415.50 | 32220006 | 3222 | | | |
| 91-22517 | CABINET, TRAY TOTE LARGE W/CASTERS #1544 | G | 001 | 719547 | 05/07/91 | 1,356.31 | 32220003 | 3222 | | | |
| 93-23175 | PIANO KAWAI UST-8 STUDIO WALNUT DAMP CHA | G | 040 | 061331 | 10/09/92 | 2,498.00 | A7541 | 3222 | | | |
| 93-23210 | MACHINE GROUT DULEX ZBID-420 | G | 014 | 058389 | 09/23/92 | 2,253.00 | 5683 | 3222 | | | |
| 94-11014 | CABINET SHOP GENERAL LESS TOOT #458705 | G | 016 | 097137 | 01/29/93 | 1,271.70 | 32220004 | 3222 | | | |
| 96-12394 | SCRUBBER, AUTOMATIC, MINUTEMAN MC1700-00 | G | 014 | 414444 | 09/13/96 | 2,029.68 | 7960092 | 3222 | | | |
| 96-18466 | PRINTER, POSTER PRO LX MAC | G | 044 | 340249 | 01/17/96 | 3,196.00 | 41206703 | 3222 | | | |
| 97-23956 | TORSO DELUXE TEACHING | G | 021 | 488997 | 08/08/97 | 1,339.80 | 04220006 | 3222 | | | |
| 97-28839 | TORSO, OPEN BACK W/VERTEBRAE BIO MDL | G | 016 | 495644 | 09/10/97 | 1,385.00 | 04220007 | 3222 | | | |
| 97-55020 | CABINET, MW84W W/TOOLS | G | 016 | 505036 | 10/24/97 | 4,410.00 | NONE | 3222 | | | |
| 97-55022 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55023 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55024 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55025 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55026 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/97 | 1,382.40 | NONE | 3222 | | | |
| 97-55865 | PIANO, UPRIGHT STUDIO YAMAHA | G | 040 | 513185 | 11/26/97 | 2,965.00 | T219378 | 3222 | | | |
| 97-90151 | CABINET W/TOOLS, MWL-84G2 | G | 016 | 518480 | 12/17/97 | 5,123.00 | NONE | 3222 | | | |
| 97-93996 | CABINET W/TOOLS | G | 016 | 536308 | 03/11/98 | 6,719.00 | NONE | 3222 | | | |
| 98-11899 | MACHINE ARM CURL, 44"WLX66"H, 410LB SU75 | G | 020 | 577356 | 07/28/98 | 2,199.00 | 014931 | 3222 | | | |
| 99-14988 | TELEVISION, STEREO COLOR 35" | G | 060 | 666561 | 08/16/99 | 1,805.00 | 9066356 | 3222 | | | |
| 99-80010 | MACHINE SEWING, 9000 MEMORY CRAFT | G | 015 | 626488 | 03/04/99 | 1,669.00 | 830151887 | 3222 | | | |
| A01-81298 | CAMCORDER, SONY DIGITAL VIDEO | T | 058 | NF-3 | 10/25/00 | 2,136.00 | 1009209 | 3222 | | | |
| A08-83619 | ACTIVEXPRESSIONS 32 PIECE SET | T | 011 | NF-3 | 05/09/08 | 2,195.00 | 04220011 | 3222 | | | |
| A12-81232 | CART, BRETFORD IPAD POWERSYNC | T | 044 | 295651 | 04/30/12 | 2,577.57 | 04220015 | 3222 | | | |
| A98-90716 | MIXER, HOBART INDUSTRIAL | T | 013 | NF-3 | 07/01/97 | 1,599.00 | 111036176 | 3222 | | | |
| R04-02577 | PRINTER, LEXMARK T630N | T | 044 | 066838 | 07/31/03 | 1,208.00 | 9912K8T | 3222 | | | |
| R07-28408 | BRETFORD CART FOR 20 NOTEBOOK | T | 044 | NF-3 | 07/18/06 | 1,399.95 | 32220001 | 3222 | | | |
| R14-80120 | LEXMARK MFP PRINTER | T | 044 | PC-3 | 10/08/13 | 1,799.00 | 79G60TZ | 3222 | | | |
| R15-80147 | LAMINATOR 27" ROLL HEAT SEALED | T | 046 | 346630 | 12/08/14 | 1,406.00 | A100222G | 3222 | | | |
| R15-80275 | FELLOWES CROSS CUT SHREDDER | T | 046 | 529317 | 03/13/15 | 1,850.00 | 141229IK0178740 | 3222 | | | |
| R16-80133 | EXECUTIVE DESK | T | 004 | 607850 | 05/20/16 | 1,421.52 | NONE | 3222 | | | |
| R16-80134 | CREDENZA | T | 001 | 607850 | 05/20/16 | 1,155.31 | NONE | 3222 | | | |
| R16-80135 | CREDENZA | T | 001 | 607850 | 05/20/16 | 1,155.31 | NONE | 3222 | | | |
| S16028293 | IPAD AIR WIFI 16GB - SPACE GRAY | T | 044 | 582115 | 12/02/15 | 379.00 | DMPQLR7FFK10 | SMRT | 3222 | | |
| S16028294 | IPAD MINI W/RETINA DISPLAY 32GB - GRAY | T | 044 | 582117 | 12/02/15 | 299.00 | F9FQL5VZFCM6 | SMRT | 3222 | | |
| S16029503 | LENOVO THINKCENTRE M93Z TOUCH 23 | T | 044 | 582328 | 12/02/15 | 1,290.00 | MJ0369T4 | SMRT | 3222 | | |
| S16038340 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7X3GFWM | SMRT | 3222 | | |

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FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| S16038341 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7V9GFWM | SMRT | 3222 | | |
| S16038342 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W9GFWM | SMRT | 3222 | | |
| S16038343 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XWGFWM | SMRT | 3222 | | |
| S16038344 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YDGFWM | SMRT | 3222 | | |
| S16038345 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W7GFWM | SMRT | 3222 | | |
| S16038346 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7V8GFWM | SMRT | 3222 | | |
| S16038347 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XUGFWM | SMRT | 3222 | | |
| S16038348 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YMGFWM | SMRT | 3222 | | |
| S16038349 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W6GFWM | SMRT | 3222 | | |
| S16038350 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WXGFWM | SMRT | 3222 | | |
| S16038351 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7VQGFWM | SMRT | 3222 | | |
| S16038352 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WJGFWM | SMRT | 3222 | | |
| S16038353 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WCGFWM | SMRT | 3222 | | |
| S16038354 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y2GFWM | SMRT | 3222 | | |
| S16038355 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QV2AJGFWM | SMRT | 3222 | | |
| S16038356 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y4GFWM | SMRT | 3222 | | |
| S16038357 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7VTGFWM | SMRT | 3222 | | |
| S16038358 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y1GFWM | SMRT | 3222 | | |
| S16038359 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QV2ALGFWM | SMRT | 3222 | | |
| S16038360 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XSGFWM | SMRT | 3222 | | |
| S16038361 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YEGFWM | SMRT | 3222 | | |
| S16038362 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XMGFWM | SMRT | 3222 | | |
| S16038363 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y8GFWM | SMRT | 3222 | | |
| S16038364 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7Y0GFWM | SMRT | 3222 | | |
| S16038365 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WBGFWM | SMRT | 3222 | | |
| S16038366 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QV2AKGFWM | SMRT | 3222 | | |
| S16038367 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XEGFWM | SMRT | 3222 | | |
| S16038368 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YKGFWM | SMRT | 3222 | | |
| S16038369 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7XYGFWM | SMRT | 3222 | | |
| S16038370 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7WPGFWM | SMRT | 3222 | | |
| S16038371 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7YPGFWM | SMRT | 3222 | | |
| S16038372 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/16 | 1,060.00 | C02QT7W5GFWM | SMRT | 3222 | | |
| S16059060 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161922 | SMRT | 3222 | | |
| S16059061 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161674 | SMRT | 3222 | | |
| S16059062 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161516 | SMRT | 3222 | | |
| S16059063 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161468 | SMRT | 3222 | | |
| S16059064 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133410 | SMRT | 3222 | | |
| S16059065 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133440 | SMRT | 3222 | | |
| S16059066 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161463 | SMRT | 3222 | | |
| S16059067 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161563 | SMRT | 3222 | | |

6

FPC811 05/22/17 14:15 THE SCHOOL BOARD OF BROWARD COUNTY PAGE 9

FIXED ASSETS LOCATION INVENTORY REPORT

LOCN: 3222 PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| S16059068 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161432 | SMRT | 3222 | | |
| S16059069 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511111115 | SMRT | 3222 | | |
| S16059070 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133529 | SMRT | 3222 | | |
| S16059071 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133854 | SMRT | 3222 | | |
| S16059072 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161312 | SMRT | 3222 | | |
| S16059073 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161273 | SMRT | 3222 | | |
| S16059074 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161381 | SMRT | 3222 | | |
| S16059075 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133345 | SMRT | 3222 | | |
| S16059076 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133865 | SMRT | 3222 | | |
| S16059077 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133847 | SMRT | 3222 | | |
| S16059078 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133379 | SMRT | 3222 | | |
| S16059079 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161547 | SMRT | 3222 | | |
| S16059080 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161596 | SMRT | 3222 | | |
| S16059081 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133447 | SMRT | 3222 | | |
| S16059082 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511133720 | SMRT | 3222 | | |
| S16059083 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301511111646 | SMRT | 3222 | | |
| S16059084 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161699 | SMRT | 3222 | | |
| S16059085 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161606 | SMRT | 3222 | | |
| S16059086 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161504 | SMRT | 3222 | | |
| S16059087 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161697 | SMRT | 3222 | | |
| S16059088 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161566 | SMRT | 3222 | | |
| S16059089 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161892 | SMRT | 3222 | | |
| S16059090 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161529 | SMRT | 3222 | | |
| S16059091 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/16 | 566.17 | 2301512161702 | SMRT | 3222 | | |
| 05LA00170 | Apple Refresh Server | T | 044 | 002005 | 07/22/05 | 3,021.23 | QP532076SLZ | 3222 | | | |
| 05LA30305 | APPLE REFRESH RAID SERVER | T | 044 | 002005 | 07/22/05 | 3,970.32 | QP5320C9RS4 | 3222 | | | |
| 05LL03941 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901K30 | 3222 | | | |
| 05LL03942 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901K05 | 3222 | | | |
| 05LL03943 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901HRH | 3222 | | | |
| 05LL03944 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7901K3Z | 3222 | | | |
| 05LL03945 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7902159 | 3222 | | | |
| 05LL03946 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7902155 | 3222 | | | |
| 05LL03947 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 7902156 | 3222 | | | |
| 05LL03948 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 790213Z | 3222 | | | |
| 05LL03949 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/05 | 1,099.66 | 79022HK | 3222 | | | |
| 08LA03327 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ81298A0P1 | 3222 | | | |
| 08LA03328 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8129GY0P1 | 3222 | | | |
| 08LA03329 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8129DC0P1 | 3222 | | | |
| 08LA03331 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8128700P1 | 3222 | | | |
| 08LA03333 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8128C50P1 | 3222 | | | |

6

: FPC811 05/22/17 14:15 THE SCHOOL BOARD OF BROWARD COUNTY PAGE 10
:
: LOCN: 3222 FIXED ASSETS LOCATION INVENTORY REPORT PNI811

| BPI NUM | ASSET DESCRIPTION | COND | CLS | VOUCHER | ACQ DATE | COST | SERIAL NUMBER | LOCN | PROJ | STOLEN | P/D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08LA03336 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/08 | 2,769.81 | WQ8128Y70P1 | 3222 | | | |

Attachment H

# PROPERTY AND INVENTORY AUDIT
# CONDUCTED ON MARCH 8, 2017

## COPY OF EMAILS BETWEEN
## COLLEEN STEARN, PRINCIPAL
## AND
## ALI ARCESE, MANAGER,
## PROPERTY & INVENTORY AUDITS

H

# RE: Cross Creek 3222: Audit Response re: MacBook 15-05980

Ali Arcese

Thu 5/25/2017 3:24 PM

To: Colleen A. Stearn <colleen.stearn@browardschools.com>,

Importance: High

Can you forward the documents you provided Capital Assets? Any documentation located should have been forwarded to our department.

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

**From:** Colleen A. Stearn
**Sent:** Thursday, May 25, 2017 3:17 PM
**To:** Ali Arcese <ali.arcese@browardschools.com>
**Cc:** Sally W. Judd <sally.judd@browardschools.com>; Alvaro Pion <alvaro.pion@browardschools.com>; Elsa P. Varipapa <elsa.varipapa@browardschools.com>; Jonathan Tolentino <jonathan.tolentino@browardschools.com>
**Subject:** Re: Cross Creek 3222: Audit Response re: MacBook 15-05980

Yes, our updated PNI shows all items removed other than the table and the lap top which we sent the memo for. Please let me know if you need any additional information.
Thank you.

Colleen Stearn
Principal
Cross Creek School
754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela

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**From:** Ali Arcese
**Sent:** Thursday, May 25, 2017 8:15 AM
**To:** Colleen A. Stearn
**Cc:** Sally W. Judd; Alvaro Pion; Elsa P. Varipapa; Jonathan Tolentino
**Subject:** RE: Cross Creek 3222: Audit Response re: MacBook 15-05980

Good morning Colleen,

Any new updates? Please advise. Thank you.

H

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

**From:** Colleen A. Stearn
**Sent:** Thursday, May 4, 2017 11:58 AM
**To:** Ali Arcese <ali.arcese@browardschools.com>
**Cc:** Sally W. Judd <sally.judd@browardschools.com>; Alvaro Pion <alvaro.pion@browardschools.com>; Elsa P. Varipapa <elsa.varipapa@browardschools.com>; Jonathan Tolentino <jonathan.tolentino@browardschools.com>
**Subject:** Re: Cross Creek 3222: Audit Response re: MacBook 15-05980

Hi Ali,

I was able to get access to her CAB, but did not find pertinent documents. I have not obtained access to her outlook.

Flavia, then contacted me and suggested I get copies of paperwork directly from B Stock as she was confident the items were accounted for.

Thanks for your assistance.

Colleen Stearn
Principal
Cross Creek School
754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela

---

**From:** Ali Arcese
**Sent:** Thursday, May 4, 2017 8:20:58 AM
**To:** Colleen A. Stearn
**Cc:** Sally W. Judd; Alvaro Pion; Elsa P. Varipapa; Jonathan Tolentino
**Subject:** RE: Cross Creek 3222: Audit Response re: MacBook 15-05980

Good morning Colleen,

The last time we spoke, you were trying to gain access to Flavia's email. Did you find what you were looking for? Please advise. Thank you.

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

**From:** Elsa P. Varipapa
**Sent:** Friday, April 28, 2017 2:55 PM

H

**To:** Ali Arcese <ali.arcese@browardschools.com>; Jonathan Tolentino <jonathan.tolentino@browardschools.com>
**Cc:** Colleen A. Stearn <colleen.stearn@browardschools.com>; Sally W. Judd <sally.judd@browardschools.com>; Alvaro Pion <alvaro.pion@browardschools.com>
**Subject:** Cross Creek 3222: Audit Response re: MacBook 15-05980

Attached please find the audit response regarding MacBook Pro 15-05980

**Elsa Varipapa, Office Manager/BSC Liaison**
**Confidential to Colleen Stearn, Principal**
Cross Creek School
1010 NW 31st Avenue
Pompano Beach, FL 33069
Ph: 754-321-6450/Fax: 754-321-6490
elsa.varipapa@browardschools.com
crosscreek.browardschools.com

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



**From:** Lexmark_MFP@browardschools.com <Lexmark_MFP@browardschools.com>
**Sent:** Friday, April 28, 2017 3:00 PM
**To:** Elsa P. Varipapa
**Subject:** Scan from Ofce Mgr.

Attachment I

**PROPERTY AND INVENTORY AUDIT**
**CONDUCTED ON MARCH 8, 2017**

**NEW RECORDS REPORT**
**PNI**
**MAY 26, 2017**

**SHOWS ITEMS THAT WERE ADDED**
**BACK ON TO CROSS CREEK'S INVENTORY.**

05/26/17

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
PROP NEW RECORDS REPORT
PNI954A
LOCATION: 3222



| BPI NUMBER | DESCRIPTION | TOTAL COST | VOUCHER | CLASS | STOLEN DATE | SERIAL NUMBER | LOCATION | PROJECT | OLD LOC |
|---|---|---|---|---|---|---|---|---|---|
| 01-10182 | COMPUTER,MAC IMAC | 1,195.86 | 793330 | 044 | | XA03902QJV8 | 3222 | | |
| 01-19835 | COMPUTER,MAC IMAC | 1,583.86 | 840128 | 044 | | RN1120XZKLB | 3222 | | |
| 03-00557 | COMPTER, MAC EMAC G4 | 1,523.00 | 970954 | 044 | | G8224E1TN54 | 3222 | | |
| 03-00564 | COMPTER, MAC EMAC G4 | 1,523.00 | 970954 | 044 | | G8224E0SN54 | 3222 | | |
| 03-00573 | APPLE DESKTOP, EMAC G4 W/17"FLAT | 1,523.00 | 970954 | 044 | | G8224E3XN54 | 3222 | | |
| 03-00574 | COMPTER, MAC EMAC G4 | 1,523.00 | 970954 | 044 | | G8224DXWN54 | 3222 | | |
| 04-00181 | APPLE DESKTOP, EMAC G4 | 1,100.30 | 062755 | 044 | | G83260JLPQL | 3222 | | |
| 04-00182 | APPLE DESKTOP, EMAC G4 | 1,100.30 | 062755 | 044 | | G83260KPPQL | 3222 | | |
| 04-00183 | APPLE DESKTOP, EMAC G4 | 1,100.30 | 062755 | 044 | | G83260LCPQL | 3222 | | |
| 04-00189 | APPLE DESKTOP, EMAC G4 | 1,100.30 | 062755 | 044 | | G83260JPPQL | 3222 | | |
| 04-00200 | APPLE DESKTOP, EMAC G4 | 1,100.30 | 062755 | 044 | | G83257SRPQL | 3222 | | |
| 04-01214 | APPLE DESKTOP, EMAC G4 | 1,390.00 | 063408 | 044 | | YM316UN1NM2 | 3222 | | |
| 05-30947 | APPLE, IBOOK G4 COMBO DRIVE/12"DI | 1,239.00 | 168816 | 044 | | UV4353QRRAP | 3222 | | |
| 05-30951 | APPLE,IBOOK G4 COMBO DRIVE/12"DIS | 1,239.00 | 168816 | 044 | | UV4353LQRAP | 3222 | | |
| 05-36202 | DELL DESKTOP PENTIUM 4 W/17" FLAT | 1,318.00 | 010199 | 044 | | 1TVFV51 | 3222 | | |
| 05-39638 | DELL, DESKTOP, P4 WS370 W/17" FLA | 1,651.00 | 020981 | 044 | | 6B8PTF1 | 3222 | | |
| 06-84195 | COMPUTER, DELL STAR SYSTEM | 2,863.30 | PC-3 | 044 | | 8L4WK91 | 3222 | | |
| 98-09180 | PRINTER, LEXMARK OPTRA S 1250 | 1,555.50 | 572642 | 044 | | 11-F2967 | 3222 | | |
| 05LA03836 | APPLE-REFRESH LAPTOP | 1,395.62 | 002005 | 044 | | 4H531G4HSEB | 3222 | | |
| 05LA03844 | APPLE-REFRESH LAPTOP | 1,395.62 | 002005 | 044 | | 4H531GZ5SEB | 3222 | | |
| 05LA03846 | APPLE-REFRESH LAPTOP | 1,395.62 | 002005 | 044 | | 4H531HV4SEB | 3222 | | |
| 05LA03847 | APPLE-REFRESH LAPTOP | 1,395.62 | 002005 | 044 | | 4H531J7JSEB | 3222 | | |
| 05LA03857 | APPLE-REFRESH LAPTOP | 1,395.62 | 002005 | 044 | | 4H5326Q7SEB | 3222 | | |
| 05LA22943 | APPLE-REFRESH LAPTOP | 1,395.62 | 002005 | 044 | | 4H5329NYSEB | 3222 | | |
| 05LA22948 | APPLE-REFRESH LAPTOP | 1,395.62 | 002005 | 044 | | 4H5356K8SEB | 3222 | | |
| LOCATION TOTAL | | 35,398.36 | | | | | | | |

I

| EquipmentNumber | Description | Condition | Class | Voucher Number | Acquire Date | Amount | SerialNumber | Location | Stolen Switch | Project |
|---|---|---|---|---|---|---|---|---|---|---|
| 01-01875 | TABLE, ROUND 60 INCH | T | 035 | 754381 | 07/28/2000 | 1,563.22 | NONE | 3222 | | |
| 01-10182 | COMPUTER,MAC IMAC | T | 044 | 793330 | 10/31/2000 | 1,195.86 | XA03902QJV8 | 3222 | | |
| 01-19652 | PROJECTOR, LCD EPSON | G | 056 | 839171 | 04/05/2001 | 3,381.89 | B9Z00Z1040C | 3222 | | |
| 01-19835 | COMPUTER,MAC IMAC | T | 044 | 840128 | 04/30/2001 | 1,583.86 | RN1120XZKLB | 3222 | | |
| 02-82780 | COMPUTER, DELL WS 330 | T | 044 | 971428 | 06/30/2002 | 1,879.00 | 3HP2L11 | F202 | | 3222 |
| 03-00557 | COMPTER, MAC EMAC G4 | T | 044 | 970954 | 07/18/2002 | 1,523.00 | G8224E1TN54 | 3222 | | |
| 03-00564 | COMPTER, MAC EMAC G4 | T | 044 | 970954 | 07/18/2002 | 1,523.00 | G8224E0SN54 | 3222 | | |
| 03-00573 | APPLE DESKTOP, EMAC G4 W/17"FLAT CRT/CD | T | 044 | 970954 | 07/18/2002 | 1,523.00 | G8224E3XN54 | 3222 | | |
| 03-00574 | COMPTER, MAC EMAC G4 | T | 044 | 970954 | 07/18/2002 | 1,523.00 | G8224DXWN54 | 3222 | | |
| 03-20890 | PROJECTOR ULTRAPORTABLE HIGHEND EPSON | T | 056 | 049564 | 05/14/2003 | 2,421.00 | EE20340262C | 3222 | | |
| 03-21595 | PRINTER LEXMARK T630N | T | 044 | 057611 | 06/17/2003 | 1,208.00 | 9911FPZ | 3222 | | |
| 03-21596 | PRINTER LEXMARK T630N | T | 044 | 057611 | 06/17/2003 | 1,208.00 | 9911FR6 | 3222 | | |
| 04-00181 | APPLE DESKTOP, EMAC G4 | T | 044 | 062755 | 07/23/2003 | 1,100.30 | G83260JLPQL | 3222 | | |
| 04-00182 | APPLE DESKTOP, EMAC G4 | T | 044 | 062755 | 07/23/2003 | 1,100.30 | G83260KPPQL | 3222 | | |
| 04-00183 | APPLE DESKTOP, EMAC G4 | T | 044 | 062755 | 07/23/2003 | 1,100.30 | G83260LCPQL | 3222 | | |
| 04-00189 | APPLE DESKTOP, EMAC G4 | T | 044 | 062755 | 07/23/2003 | 1,100.30 | G83260JPPQL | 3222 | | |
| 04-00200 | APPLE DESKTOP, EMAC G4 | T | 044 | 062755 | 07/23/2003 | 1,100.30 | G83257SRPQL | 3222 | | |
| 04-00205 | PRINTER, LEXMARK T630N | T | 044 | 063268 | 07/22/2003 | 1,208.00 | 9913B6N | 3222 | | |
| 04-00206 | PRINTER, LEXMARK T630N | T | 044 | 063268 | 07/22/2003 | 1,208.00 | 9913B74 | 3222 | | |
| 04-01214 | APPLE DESKTOP, EMAC G4 | T | 044 | 063408 | 07/23/2003 | 1,390.00 | YM316UN1NM2 | 3222 | | |
| 04-14913 | CART, GOLF MODEL SHUTTLE EZGO | T | 019 | 120288 | 03/01/2004 | 4,763.32 | 2181907 | 3222 | | |
| 04-81054 | PROTRAINER 5 WT STK GYM | T | 020 | 072432 | 09/10/2003 | 4,295.00 | 32220005 | 3222 | | |
| 05-30947 | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY | T | 044 | 168816 | 10/04/2004 | 1,239.00 | UV4353QRRAP | 3222 | | |
| 05-30951 | APPLE,IBOOK G4 COMBO DRIVE/12"DISPLAY | T | 044 | 168816 | 10/04/2004 | 1,239.00 | UV4353LQRAP | 3222 | | |
| 05-36202 | DELL DESKTOP PENTIUM 4 W/17" FLAT PANEL | T | 044 | 010199 | 11/08/2004 | 1,318.00 | 1TVFV51 | 3222 | | |
| 05-37482 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 011626 | 11/09/2004 | 1,208.00 | 99216P7 | 3222 | | |
| 05-39021 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/2004 | 1,028.00 | NONE | 3222 | | |
| 05-39022 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/2004 | 1,028.00 | NONE | 3222 | | |
| 05-39023 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/2004 | 1,028.00 | NONE | 3222 | | |
| 05-39024 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/2004 | 1,028.00 | NONE | 3222 | | |
| 05-39025 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/2004 | 1,028.00 | NONE | 3222 | | |
| 05-39026 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/2004 | 1,028.00 | NONE | 3222 | | |
| 05-39027 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/2004 | 1,028.00 | NONE | 3222 | | |
| 05-39028 | TABLES, MOBILE FOLDING W/ATTACHED BENCHE | T | 035 | 016984 | 12/13/2004 | 1,028.00 | NONE | 3222 | | |
| 05-39638 | DELL, DESKTOP, P4 WS370 W/17" FLAT PANEL | T | 044 | 020981 | 01/04/2005 | 1,651.00 | 6B8PTF1 | 3222 | | |
| 05-40319 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 023412 | 01/14/2005 | 1,205.00 | 99247TT | 3222 | | |
| 05-40320 | PRINTER, LEXMARK T630N B/W LASER | T | 044 | 023412 | 01/14/2005 | 1,205.00 | 9925TMN | 3222 | | |
| 05-46311 | APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8 | T | 044 | 034023 | 02/25/2005 | 1,721.50 | UV44900CSD0 | 3222 | | |
| 05-47028 | HHP IMAGE TEAM 3875 SCANNER KIT | T | 046 | 036421 | 03/01/2005 | 1,365.00 | X5303724 | 3222 | | |
| 05-51520 | PROACTIV 78, BOARD | T | 011 | 069518 | 04/28/2005 | 1,793.30 | 5058481069 | 3222 | | |
| 05-53749 | TELECONFERENCE SYSTEMS DISTANCE LEARNING | T | 046 | 077515 | 06/02/2005 | 13,400.00 | 30A88833/406KT010003 | 3222 | | |
| 05-56110 | IBM SERVER X236, INTEL XEON 2.8 GHZ | T | 044 | 089293 | 07/18/2005 | 12,048.17 | KPLV302 | 3222 | | |
| 05-81774 | SYSTEM, TIME KRONOS | T | 046 | 002849 | 10/26/2004 | 2,197.00 | R0048476 | 3222 | | |

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| 06-05709 | DELL, LAPTOP, D810 W/DVD-RW/15.4" DISPLA | T | 044 | 110790 | 10/19/2005 | 2,238.00 | GFKDB81 | 3222 | |
| 06-84195 | COMPUTER, DELL STAR SYSTEM | T | 044 | PC-3 | 08/11/2005 | 2,863.30 | 8L4WK91 | 3222 | |
| 07-03889 | DOWNDRAFT TABLE-RUBBER 34"H | T | 016 | 197693 | 10/19/2006 | 1,619.10 | 66403501 | 3222 | |
| 07-05395 | CLUB CARDIO TRAINING | T | 020 | 205490 | 11/22/2006 | 4,031.32 | L764700 | 3222 | |
| 07-10126 | PRINTER, LEXMARK C772N COLOR LASER | T | 044 | 227681 | 02/22/2007 | 3,067.00 | 940PFD9 | 3222 | |
| 07-10733 | WHITEBOARD PROMETHEAN W/STAND INSTAL WAR | T | 011 | 231607 | 03/15/2007 | 1,677.00 | 0646162019 | 3222 | |
| 07-10734 | WHITEBOARD PROMETHEAN W/STAND INSTAL WAR | T | 011 | 231607 | 03/15/2007 | 1,677.00 | 0646162018 | 3222 | |
| 07-14271 | DELL,LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL | T | 044 | 004455 | 06/27/2007 | 1,441.00 | 4Q850D1 | 3222 | |
| 07-14273 | DELL,LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL | T | 044 | 004455 | 06/27/2007 | 1,441.00 | 8P850D1 | 3222 | |
| 07-80251 | TANBERG T-150 MXP | T | 046 | 183826 | 09/14/2006 | 1,172.90 | 38A04444 | 3222 | |
| 07-83492 | ACTIVBOARD PROMETHEAN | T | 011 | 232531 | 03/02/2007 | 1,202.00 | 0646162020 | 3222 | |
| 07-83493 | ACTIVBOARD PROMETHEAN | T | 011 | 232531 | 03/02/2007 | 1,202.00 | 0646162021 | 3222 | |
| 08-00354 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/2007 | 1,499.00 | W87245APYA2 | 3222 | |
| 08-00355 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/2007 | 1,499.00 | W87245E4YA2 | 3222 | |
| 08-00361 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/2007 | 1,499.00 | W87245F0YA2 | 3222 | |
| 08-00362 | APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" | T | 044 | 258264 | 08/09/2007 | 1,499.00 | W8724A8DYA2 | 3222 | |
| 08-04595 | DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/ | T | 044 | 005398 | 10/24/2007 | 1,748.00 | 89B1RD1 | 3222 | |
| 08-05063 | APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" | T | 044 | 274342 | 10/29/2007 | 1,499.00 | W87329PLZ5V | 3222 | |
| 08-08733 | 32 ACTIVOTE 2.4GHZ | T | 011 | 013458 | 05/02/2008 | 2,702.00 | 32220008 | 3222 | |
| 08-09610 | DELL WS3400 W/20" FLAT PANEL | T | 044 | 023389 | 06/27/2008 | 1,506.00 | JM1QGG1 | 3222 | |
| 08-11117 | WHITEBOARD, INTERACTIVE SMART BOARD SB68 | T | 011 | 021322 | 06/11/2008 | 1,002.00 | SB680R2394729 | 3222 | |
| 08-11120 | WHITEBOARD, INTERACTIVE SMART BOARD SB68 | T | 011 | 021311 | 06/11/2008 | 1,002.00 | SB680R2A69847 | 3222 | |
| 08-11895 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/2008 | 1,505.00 | W88152SG0P0 | 3222 | |
| 08-11898 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/2008 | 1,505.00 | W88152RJ0P0 | 3222 | |
| 08-11899 | APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ | T | 044 | 015447 | 05/15/2008 | 1,505.00 | W88152U10P0 | 3222 | |
| 08-13165 | ACTIVEXPRESSION 32 | T | 011 | 017126 | 05/22/2008 | 2,195.00 | 32220007 | 3222 | |
| 09-04741 | APPLE MACBOOK PRO 2.5GHZ 17" DISPLAY | T | 044 | 040319 | 09/22/2008 | 3,299.00 | W8837045YP3 | 3222 | |
| 10-01917 | APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY | T | 044 | 106082 | 09/25/2009 | 2,729.00 | W89341RU8YA | G400 | 3222 |
| 10-01924 | APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY | T | 044 | 106089 | 09/25/2009 | 2,729.00 | W89341QN8YA | G400 | 3222 |
| 10-01990 | PRINTER, LEXMARK T652DN B/W DUPLEX ADMIN | T | 044 | 114113 | 10/30/2009 | 1,423.50 | 793N3BW | G400 | 3222 |
| 10-03740 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138867 | 03/10/2010 | 1,169.00 | C0912220080 | G400 | 3222 |
| 10-03741 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138868 | 03/10/2010 | 1,169.00 | C0912220079 | G400 | 3222 |
| 10-03742 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138869 | 03/10/2010 | 1,169.00 | C0912220078 | G400 | 3222 |
| 10-03743 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138890 | 03/10/2010 | 1,169.00 | C0912220077 | G400 | 3222 |
| 10-03744 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 138892 | 03/10/2010 | 1,169.00 | C0912220076 | G400 | 3222 |
| 10-04126 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 142331 | 03/25/2010 | 1,553.00 | W801014M66H | G400 | 3222 |
| 10-04131 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/2010 | 1,169.00 | C0911120513 | G400 | 3222 |
| 10-04132 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/2010 | 1,169.00 | C0911120514 | G400 | 3222 |
| 10-04133 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 137681 | 03/04/2010 | 1,169.00 | C0911120515 | G400 | 3222 |
| 10-05477 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155146 | 06/01/2010 | 1,553.00 | WQ017P7XATM | 3222 | |
| 10-05482 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155173 | 06/01/2010 | 1,553.00 | WQ017P8EATM | 3222 | |
| 10-05484 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155176 | 06/01/2010 | 1,553.00 | WQ017P9WATM | 3222 | |
| 10-05487 | APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY | T | 044 | 155179 | 06/01/2010 | 1,553.00 | W8017ZXNATM | 3222 | |
| 10-80670 | Heartstart FRX Defibrilator | T | 083 | 157784 | 06/29/2010 | 1,310.86 | B10F00530 | 3222 | |
| 11-00166 | PRESSURE PRO EAGLE SERIES E4040HG | T | 014 | 166934 | 08/27/2010 | 1,033.33 | 1007016 | 3222 | |

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| 11-00758 | AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA | T | 011 | 174059 | 09/29/2010 | 1,169.00 | C1006210003 | G400 | 3222 |
| 11-01355 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181041 | 10/29/2010 | 1,248.00 | 794CTF1 | 3222 | |
| 11-01356 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181042 | 10/29/2010 | 1,248.00 | 794CTDK | 3222 | |
| 11-01357 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181043 | 10/29/2010 | 1,248.00 | 794CT90 | 3222 | |
| 11-01358 | LEXMARK T652dnB/W DUPLEX LASER PRINTER | T | 044 | 181044 | 10/29/2010 | 1,248.00 | 794CTBN | 3222 | |
| 11-01361 | LAPTOP, APPLE MACBOOK | T | 044 | 180976 | 10/29/2010 | 1,320.55 | 4503704FFYN | 3222 | |
| 11-01362 | LAPTOP, APPLE MACBOOK | T | 044 | 180977 | 10/29/2010 | 1,320.55 | 450410BJFYN | 3222 | |
| 11-02238 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196874 | 01/31/2011 | 1,248.00 | 794K9N7 | 3222 | |
| 11-02239 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196875 | 01/31/2011 | 1,248.00 | 794K9V2 | 3222 | |
| 11-02240 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196876 | 01/31/2011 | 1,248.00 | 794K9N4 | 3222 | |
| 11-02241 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 196877 | 01/31/2011 | 1,248.00 | 794K9LY | 3222 | |
| 11-03243 | CART, DATAMATION DELL | T | 044 | 209311 | 03/30/2011 | 1,100.05 | 19276 | H400 | 3222 |
| 11-04443 | mabook laptops | T | 044 | 227214 | 06/14/2011 | 1,037.30 | 451230YQGST | H400 | 3222 |
| 11-04448 | mabook laptops | T | 044 | 227219 | 06/14/2011 | 1,037.30 | 4512311ZGST | H400 | 3222 |
| 11-05741 | Cisco WAVE 574 Proxy Server | T | 044 | 224670 | 06/03/2011 | 6,146.85 | MX2115019P | 3222 | |
| 11-80149 | WHITEBOARD INTERACTIVE | T | 011 | PC-3 | 09/17/2010 | 1,999.00 | SB680R2269374 | 3222 | |
| 12-02106 | Apple teacher laptop | T | 044 | 263645 | 12/06/2011 | 1,037.30 | 451450B6GST | C102 | 3222 |
| 12-02186 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272183 | 01/27/2012 | 1,307.85 | D25GT0U4DHJF | 3222 | |
| 12-02187 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272184 | 01/27/2012 | 1,307.85 | D25GT0U8DHJF | 3222 | |
| 12-02188 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272186 | 01/27/2012 | 1,307.85 | D25GX0PNDHJF | 3222 | |
| 12-02191 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 272189 | 01/27/2012 | 1,307.85 | D25GX0PWDHJF | 3222 | |
| 12-02426 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 270192 | 01/18/2012 | 1,248.00 | 7951TBX | 3222 | |
| 12-04796 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302556 | 06/11/2012 | 1,511.75 | C1MHDNL2DV13 | 3222 | |
| 12-04797 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302558 | 06/11/2012 | 1,511.75 | C17HC6HGDV13 | 3222 | |
| 12-04798 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302559 | 06/11/2012 | 1,511.75 | C1MHDRMWDV13 | 3222 | |
| 12-04799 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302580 | 06/11/2012 | 1,511.75 | C17HC6HTDV13 | 3222 | |
| 12-04800 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302582 | 06/11/2012 | 1,511.75 | C1MHDNHKDV13 | 3222 | |
| 12-04804 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302590 | 06/11/2012 | 1,511.75 | C17HC66NDV13 | 3222 | |
| 12-04805 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302591 | 06/11/2012 | 1,511.75 | C1MHDNJCDV13 | 3222 | |
| 12-04806 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302592 | 06/11/2012 | 1,511.75 | C1MHDRLYDV13 | 3222 | |
| 12-04807 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302593 | 06/11/2012 | 1,511.75 | C1MHDNPRDV13 | 3222 | |
| 12-04809 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 302595 | 06/11/2012 | 1,511.75 | C1MHDRQLDV13 | 3222 | |
| 12-04814 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302628 | 06/11/2012 | 1,307.85 | D25HP1KADHJF | 3222 | |
| 12-04816 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302640 | 06/11/2012 | 1,307.85 | D25HP1KBDHJF | 3222 | |
| 12-04821 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302645 | 06/11/2012 | 1,307.85 | D25HP1KJDHJF | 3222 | |
| 12-04822 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302647 | 06/11/2012 | 1,307.85 | D25HP1KEDHJF | 3222 | |
| 12-04823 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302648 | 06/11/2012 | 1,307.85 | D25HP1KFDHJF | 3222 | |
| 12-04824 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302649 | 06/11/2012 | 1,307.85 | D25HP1KLDHJF | 3222 | |
| 12-04826 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302662 | 06/11/2012 | 1,307.85 | D25HP1KKDHJF | 3222 | |
| 12-04827 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302663 | 06/11/2012 | 1,307.85 | D25HP1KHDHJF | 3222 | |
| 12-04828 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302664 | 06/11/2012 | 1,307.85 | D25HP1KGDHJF | 3222 | |
| 12-04829 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302665 | 06/11/2012 | 1,307.85 | D25HP1KDDHJF | 3222 | |
| 12-04830 | APPLE IMAC INTEL W/21.5" LED GLSY WDSCN | T | 044 | 302666 | 06/11/2012 | 1,307.85 | D25HP1KMDHJF | 3222 | |
| 12-04831 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305406 | 06/26/2012 | 1,363.00 | C02HQ022DWWM | 3222 | |
| 12-04832 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305407 | 06/26/2012 | 1,363.00 | C02HQ02ADWWM | 3222 | |

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| 12-04833 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305408 | 06/26/2012 | 1,363.00 | C02HQ02ZDWWM | 3222 |
| 12-04834 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305409 | 06/26/2012 | 1,363.00 | C02HQ03ADWWM | 3222 |
| 12-04835 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305420 | 06/26/2012 | 1,363.00 | C02HQ01YDWWM | 3222 |
| 12-04836 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305421 | 06/26/2012 | 1,363.00 | C02HQ00WDWWM | 3222 |
| 12-04837 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305422 | 06/26/2012 | 1,363.00 | C02HQ011DWWM | 3222 |
| 12-04838 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305423 | 06/26/2012 | 1,363.00 | C02HQ009DWWM | 3222 |
| 12-04839 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305424 | 06/26/2012 | 1,363.00 | C02HQ003DWWM | 3222 |
| 12-04840 | APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART | T | 044 | 305425 | 06/26/2012 | 1,363.00 | C02HQ008DWWM | 3222 |
| 13-00005 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308604 | 07/25/2012 | 1,511.75 | C1MHVWHQDTY3 | 3222 |
| 13-00006 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308605 | 07/25/2012 | 1,511.75 | C1MHVWABDTY3 | 3222 |
| 13-00007 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308606 | 07/25/2012 | 1,511.75 | C1MHVWBTDTY3 | 3222 |
| 13-00008 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308607 | 07/25/2012 | 1,511.75 | C1MHVWGSDTY3 | 3222 |
| 13-00009 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308608 | 07/25/2012 | 1,511.75 | C1MHVWBSDTY3 | 3222 |
| 13-00011 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308620 | 07/25/2012 | 1,511.75 | C1MHVWBFDTY3 | 3222 |
| 13-00013 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308623 | 07/25/2012 | 1,511.75 | C1MHVW5ZDTY3 | 3222 |
| 13-00015 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308625 | 07/25/2012 | 1,511.75 | C1MHVW8EDTY3 | 3222 |
| 13-00016 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308626 | 07/25/2012 | 1,511.75 | C1MHVW5EDTY3 | 3222 |
| 13-00018 | APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY | T | 044 | 308628 | 07/25/2012 | 1,511.75 | C1MHVWC2DTY3 | 3222 |
| 13-01838 | TELEVISION, FLAT SCREEN TOS65HT2U 65" | T | 060 | 333009 | 11/08/2012 | 1,998.00 | C28208T24683A2 | 3222 |
| 13-02397 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342078 | 12/18/2012 | 1,248.00 | 795HNPN | 3222 |
| 13-02398 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342079 | 12/18/2012 | 1,248.00 | 795HNPC | 3222 |
| 13-02399 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342170 | 12/18/2012 | 1,248.00 | 795HNP4 | 3222 |
| 13-02400 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342171 | 12/18/2012 | 1,248.00 | 795HNPB | 3222 |
| 13-02401 | PRINTER, LEXMARK T652DN B/W DUPLEX LASER | T | 044 | 342172 | 12/18/2012 | 1,248.00 | 795HNP3 | 3222 |
| 13-02402 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343495 | 12/21/2012 | 1,511.00 | C02JHMSSDTY3 | 3222 |
| 13-02403 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343496 | 12/21/2012 | 1,511.00 | C02JHMREDTY3 | 3222 |
| 13-02404 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343497 | 12/21/2012 | 1,511.00 | C02JHNL9DTY3 | 3222 |
| 13-02405 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343498 | 12/21/2012 | 1,511.00 | C02JHMT1DTY3 | 3222 |
| 13-02406 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343499 | 12/21/2012 | 1,511.00 | C02JHMT6DTY3 | 3222 |
| 13-02407 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 343500 | 12/21/2012 | 1,511.00 | C02JHM5RDTY3 | 3222 |
| 13-03324 | Toshiba LCD TV 65 in INM TOS65HT2U | T | 060 | 356265 | 02/15/2013 | 1,998.00 | Z4QR3CZCC09322 | 3222 |
| 13-03325 | DELL PRECISION T5600 W/24" FLAT PANEL | T | 044 | 356266 | 02/15/2013 | 2,730.47 | 9XQVQW1 | 3222 |
| 13-03660 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 363716 | 03/15/2013 | 1,511.00 | C02K55THDTY3 | 3222 |
| 13-03661 | APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY | T | 044 | 363717 | 03/15/2013 | 1,511.00 | C02K533NDTY3 | 3222 |
| 13-03662 | APPLE IMAC INTEL W/21.5" UPGRADED LED | T | 044 | 363718 | 03/15/2013 | 1,270.88 | D25K700MDPNK | 3222 |
| 13-05135 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384594 | 06/07/2013 | 1,511.00 | C02K3JN0DTY3 | 3222 |
| 13-05136 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384630 | 06/07/2013 | 1,511.00 | C0K3JLUDTY3 | 3222 |
| 13-05137 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384631 | 06/07/2013 | 1,511.00 | C02K3JHYDTY3 | 3222 |
| 13-05138 | APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY | T | 044 | 384489 | 06/07/2013 | 1,511.00 | C02K3JLYDTY3 | 3222 |
| 13-05244 | PRINTER, LEXMARK C792E COLOR LASER | T | 044 | 385318 | 06/11/2013 | 3,067.00 | 5062169472N8M | 3222 |
| 13-05245 | PRINTER, LEXMARK C792E COLOR LASER | T | 044 | 385317 | 06/11/2013 | 3,067.00 | 5062169472N97 | 3222 |
| 13-05414 | MED BIN CART | T | 083 | 386383 | 06/17/2013 | 3,808.00 | 196328 | 3222 |
| 14-06358 | TENNANT HEAVY DUTY FLOOR MACHINE | T | 014 | 473253 | 06/12/2014 | 1,205.10 | 90073310681290 | 3222 |
| 14-06361 | BURNISHER, HI-SPEED ELECTRIC 20" TENANT | T | 014 | 473254 | 06/12/2014 | 1,386.45 | 10685854 | 3222 |
| 14-06362 | VACUUM, WET/DRY 16 GALLON BATTERY OPER | T | 014 | 473254 | 06/12/2014 | 1,785.81 | 10679025 | 3222 |

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| 14-06434 | PRINTER, LEXMARK MX611DTE LASER/FAX/SCAN | T | 044 | 472649 | 06/10/2014 | 2,404.00 | 701632HH02D29 | 3222 |
| 14-06537 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW08XF8J9 | 3222 |
| 14-06538 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW08NF8J9 | 3222 |
| 14-06539 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW05YF8J9 | 3222 |
| 14-06541 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW06NF8J9 | 3222 |
| 14-06543 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW07WF8J9 | 3222 |
| 14-06544 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW05MF8J9 | 3222 |
| 14-06545 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW08MF8J9 | 3222 |
| 14-06546 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW08RF8J9 | 3222 |
| 14-06547 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW06PF8J9 | 3222 |
| 14-06548 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW0D4F8J9 | 3222 |
| 14-06549 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW07RF8J9 | 3222 |
| 14-06550 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MV0YHF8J9 | 3222 |
| 14-06551 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MV0XBF8J9 | 3222 |
| 14-06552 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW08JF8J9 | 3222 |
| 14-06553 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW08DF8J9 | 3222 |
| 14-06554 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW082F8J9 | 3222 |
| 14-06555 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW06ZF8J9 | 3222 |
| 14-06556 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW08BF8J9 | 3222 |
| 14-06557 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW07YF8J9 | 3222 |
| 14-06558 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MV0WPF8J9 | 3222 |
| 14-06559 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW05RF8J9 | 3222 |
| 14-06560 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW088F8J9 | 3222 |
| 14-06562 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW08QF8J9 | 3222 |
| 14-06563 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW05XF8J9 | 3222 |
| 14-06564 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW091F8J9 | 3222 |
| 14-06565 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW068F8J9 | 3222 |
| 14-06566 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW090F8J9 | 3222 |
| 14-06567 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW089F8J9 | 3222 |
| 14-06568 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW087F8J9 | 3222 |
| 14-06569 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW07AF8J9 | 3222 |
| 14-06570 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW06CF8J9 | 3222 |
| 14-06571 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW08PF8J9 | 3222 |
| 14-06572 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW07GF8J9 | 3222 |
| 14-06573 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW07QF8J9 | 3222 |
| 14-06575 | IMAC 27-INCH | T | 044 | 476650 | 06/30/2014 | 1,617.41 | D25MW08YF8J9 | 3222 |
| 15-00302 | EXECUTIVE DESK 72" CHERRY FINISH | T | 035 | 477154 | 07/09/2014 | 1,599.00 | NONE | 3222 |
| 15-00831 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/2014 | 1,265.96 | NONE | 3222 |
| 15-00832 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/2014 | 1,265.96 | NONE | 3222 |
| 15-00833 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/2014 | 1,265.96 | NONE | 3222 |
| 15-00834 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/2014 | 1,265.96 | NONE | 3222 |
| 15-00835 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/2014 | 1,265.96 | NONE | 3222 |
| 15-00836 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/2014 | 1,265.96 | NONE | 3222 |
| 15-00837 | MOBILE FOLDING TABLE,60" ROUND WITH BENC | T | 035 | 483051 | 08/19/2014 | 1,265.96 | NONE | 3222 |
| 15-02257 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 500161 | 10/10/2014 | 1,339.00 | 51212 | 3222 |

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|---|---|---|---|---|---|---|---|---|
| 15-02258 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 500161 | 10/10/2014 | 1,339.00 | 40842 | 3222 |
| 15-02636 | PRINTER, LEXMARK MX710DE B/W LASER/FAX/C | T | 044 | 505939 | 11/04/2014 | 3,096.00 | 7463479906D40 | 3222 |
| 15-04239 | LAPTOP CART - EARTH WALK CART 30 USER | T | 044 | 531274 | 03/24/2015 | 1,339.00 | 52226 | 3222 |
| 15-04711 | KILN, ELECTRIC | T | 010 | 544940 | 05/22/2015 | 2,240.35 | 7983 | 3222 |
| 15-05966 | MACBOOK PRO DISPLAY | T | 044 | 551259 | 06/25/2015 | 1,399.00 | C02PV661FVH5 | 3222 |
| 15-05975 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXSTFVH3 | 3222 |
| 15-05976 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXSUFVH3 | 3222 |
| 15-05977 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXSWFVH3 | 3222 |
| 15-05978 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXSXFVH3 | 3222 |
| 15-05979 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXSYFVH3 | 3222 |
| 15-05980 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXSZFVH3 | 3222 |
| 15-05981 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXT1FVH3 | 3222 |
| 15-05982 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXT2FVH3 | 3222 |
| 15-05983 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXT4FVH3 | 3222 |
| 15-05984 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXSSFVH3 | 3222 |
| 15-05985 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXT5FVH3 | 3222 |
| 15-05986 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXT6FVH3 | 3222 |
| 15-05987 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXT7FVH3 | 3222 |
| 15-05988 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXT8FVH3 | 3222 |
| 15-05989 | APPLE MACBOOK PRO 13" | T | 044 | 551350 | 06/25/2015 | 1,329.00 | C02PVXT9FVH3 | 3222 |
| 15-05990 | APPLE MACBOOK PRO 13" | T | 044 | 551351 | 06/25/2015 | 1,329.00 | C02PVXTAFVH3 | 3222 |
| 15-05991 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/2015 | 1,329.00 | C02PVXTBFVH3 | 3222 |
| 15-05992 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/2015 | 1,329.00 | C02PVXTCFVH3 | 3222 |
| 15-05993 | APPLE MACBOOK PRO 13" | T | 044 | 551354 | 06/25/2015 | 1,329.00 | C02PVXTDFVH3 | 3222 |
| 16-00668 | EXECUTIVE L SHAPED DESK | T | 035 | 558315 | 08/25/2015 | 1,809.00 | NONE | 3222 |
| 16-01980 | ZEBRA SERIES 3 PRINTER | T | 046 | 583987 | 12/11/2015 | 1,595.00 | CL65017536 | 3222 |
| 16-02920 | RECORDEX SIMPLICITYTOUCH 70 HD PANEL | T | 011 | 603159 | 03/16/2016 | 5,188.00 | ST-700-006136 | 3222 |
| 16-03145 | SERVER, POWEREDGE R220 | T | 044 | 605358 | 03/30/2016 | 1,628.93 | B7GT382 | 3222 |
| 17-01990 | IPTV CONNECT V2 | T | 044 | 658693 | 03/14/2017 | 2,828.32 | IDN53 | 3222 |
| 17-01991 | ZEUS IPTV ENCODER SDI, HDMI, SDI INPUT | T | 044 | 658694 | 03/14/2017 | 2,515.50 | 50000101165210001 | 3222 |
| 17-02215 | SERVER, POWEREDGE R330 | T | 044 | 660391 | 03/24/2017 | 3,530.00 | JG8MXG2 | 3222 |
| 17-02362 | HEATED HOLDING & HUMIDIFIED CABINET DUTC | T | 013 | 664681 | 04/19/2017 | 4,319.96 | 175192901 | 3222 |
| 17-02373 | Refurb Life Fitness 95t Treadmill | T | 020 | 665738 | 04/28/2017 | 1,750.00 | NONE | 3222 |
| 17-02387 | GOLF CART | T | 019 | 665736 | 04/28/2017 | 5,250.00 | 3054492 | 3222 |
| 17-02538 | LENOVO P310 DESKTOP | T | 044 | 665660 | 04/27/2017 | 1,153.00 | V340047GL | 3222 |
| 86-27822 | CABINET B/G W/TOOLS FOUNDRY #TS17CT | G | 016 | 47201 | 05/09/1986 | 3,310.00 | NONE | 3222 |
| 86-27824 | CABINET B/G W/TOOLS WOODWORKING #TS10CT | G | 016 | 47201 | 05/09/1986 | 3,395.00 | NONE | 3222 |
| 89-22851 | TORSO WARD BIOLOGY TEACH 81W1150 | G | 021 | 80062 | 02/13/1989 | 1,415.50 | 32220006 | 3222 |
| 91-22517 | CABINET, TRAY TOTE LARGE W/CASTERS #1544 | G | 001 | 719547 | 05/07/1991 | 1,356.31 | 32220003 | 3222 |
| 93-23175 | PIANO KAWAI UST-8 STUDIO WALNUT DAMP CHA | G | 040 | 061331 | 10/09/1992 | 2,498.00 | A7541 | 3222 |
| 93-23210 | MACHINE GROUT DULEX ZBID-420 | G | 014 | 058389 | 09/23/1992 | 2,253.00 | 5683 | 3222 |
| 94-11014 | CABINET SHOP GENERAL LESS T00T #458705 | G | 016 | 097137 | 01/29/1993 | 1,271.70 | 32220004 | 3222 |
| 96-12394 | SCRUBBER, AUTOMATIC, MINUTEMAN MC1700-00 | G | 014 | 414444 | 09/13/1996 | 2,029.68 | 7960092 | 3222 |
| 96-18466 | PRINTER, POSTER PRO LX MAC | G | 044 | 340249 | 01/17/1996 | 3,196.00 | 41206703 | 3222 |
| 97-23956 | TORSO DELUXE TEACHING | G | 021 | 488997 | 08/08/1997 | 1,339.80 | 04220006 | 3222 |

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|---|---|---|---|---|---|---|---|---|---|
| 97-28839 | TORSO, OPEN BACK W/VERTEBRAE BIO MDL | G | 016 | 495644 | 09/10/1997 | 1,385.00 | 04220007 | 3222 | |
| 97-55020 | CABINET, MW84W W/TOOLS | G | 016 | 505036 | 10/24/1997 | 4,410.00 | NONE | 3222 | |
| 97-55022 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/1997 | 1,382.40 | NONE | 3222 | |
| 97-55023 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/1997 | 1,382.40 | NONE | 3222 | |
| 97-55024 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/1997 | 1,382.40 | NONE | 3222 | |
| 97-55025 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/1997 | 1,382.40 | NONE | 3222 | |
| 97-55026 | BENCH, WORK FOUR STUDENT | G | 016 | 505036 | 10/24/1997 | 1,382.40 | NONE | 3222 | |
| 97-55865 | PIANO, UPRIGHT STUDIO YAMAHA | G | 040 | 513185 | 11/26/1997 | 2,965.00 | T219378 | 3222 | |
| 97-90151 | CABINET W/TOOLS, MWL-84G2 | G | 016 | 518480 | 12/17/1997 | 5,123.00 | NONE | 3222 | |
| 97-93996 | CABINET W/TOOLS | G | 016 | 536308 | 03/11/1998 | 6,719.00 | NONE | 3222 | |
| 98-09180 | PRINTER, LEXMARK OPTRA S 1250 | T | 044 | 572642 | 07/28/1998 | 1,555.50 | 11-FZ967 | 3222 | |
| 98-11899 | MACHINE ARM CURL, 44"WLX66"H, 410LB SU75 | G | 020 | 577356 | 07/28/1998 | 2,199.00 | 014931 | 3222 | |
| 99-14988 | TELEVISION, STEREO COLOR 35" | G | 060 | 666561 | 08/16/1999 | 1,805.00 | 9066356 | 3222 | |
| 99-80010 | MACHINE SEWING, 9000 MEMORY CRAFT | G | 015 | 626488 | 03/04/1999 | 1,669.00 | 830151887 | 3222 | |
| A01-81298 | CAMCORDER, SONY DIGITAL VIDEO | T | 058 | NF-3 | 10/25/2000 | 2,136.00 | 1009209 | 3222 | |
| A08-83619 | ACTIVEXPRESSIONS 32 PIECE SET | T | 011 | NF-3 | 05/09/2008 | 2,195.00 | 04220011 | 3222 | |
| A12-81232 | CART, BRETFORD IPAD POWERSYNC | T | 044 | 295651 | 04/30/2012 | 2,577.57 | 04220015 | 3222 | |
| A98-90716 | MIXER, HOBART INDUSTRIAL | T | 013 | NF-3 | 07/01/1997 | 1,599.00 | 111036176 | 3222 | |
| R04-02577 | PRINTER, LEXMARK T630N | T | 044 | 066838 | 07/31/2003 | 1,208.00 | 9912K8T | 3222 | |
| R07-28408 | BRETFORD CART FOR 20 NOTEBOOK | T | 044 | NF-3 | 07/18/2006 | 1,399.95 | 32220001 | 3222 | |
| R14-80120 | LEXMARK MFP PRINTER | T | 044 | PC-3 | 10/08/2013 | 1,799.00 | 79G60TZ | 3222 | |
| R15-80147 | LAMINATOR 27" ROLL HEAT SEALED | T | 046 | 346630 | 12/08/2014 | 1,406.00 | A100222G | 3222 | |
| R15-80275 | FELLOWES CROSS CUT SHREDDER | T | 046 | 529317 | 03/13/2015 | 1,850.00 | 141229IK0178740 | 3222 | |
| R16-80133 | EXECUTIVE DESK | T | 004 | 607850 | 05/20/2016 | 1,421.52 | NONE | 3222 | |
| R16-80134 | CREDENZA | T | 001 | 607850 | 05/20/2016 | 1,155.31 | NONE | 3222 | |
| R16-80135 | CREDENZA | T | 001 | 607850 | 05/20/2016 | 1,155.31 | NONE | 3222 | |
| S16028293 | IPAD AIR WIFI 16GB - SPACE GRAY | T | 044 | 582115 | 12/02/2015 | 379.00 | DMPQLR7FFK10 | SMRT | 3222 |
| S16028294 | IPAD MINI W/RETINA DISPLAY 32GB - GRAY | T | 044 | 582117 | 12/02/2015 | 299.00 | F9FQL5VZFCM6 | SMRT | 3222 |
| S16029503 | LENOVO THINKCENTRE M93Z TOUCH 23 | T | 044 | 582328 | 12/02/2015 | 1,290.00 | MJ0369T4 | SMRT | 3222 |
| S16038340 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7X3GFWM | SMRT | 3222 |
| S16038341 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7V9GFWM | SMRT | 3222 |
| S16038342 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7W9GFWM | SMRT | 3222 |
| S16038343 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7XWGFWM | SMRT | 3222 |
| S16038344 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7YDGFWM | SMRT | 3222 |
| S16038345 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7W7GFWM | SMRT | 3222 |
| S16038346 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7V8GFWM | SMRT | 3222 |
| S16038347 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7XUGFWM | SMRT | 3222 |
| S16038348 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7YMGFWM | SMRT | 3222 |
| S16038349 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7W6GFWM | SMRT | 3222 |
| S16038350 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7WXGFWM | SMRT | 3222 |
| S16038351 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7VQGFWM | SMRT | 3222 |
| S16038352 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7WJGFWM | SMRT | 3222 |
| S16038353 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7WCGFWM | SMRT | 3222 |
| S16038354 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7Y2GFWM | SMRT | 3222 |
| S16038355 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QV2AJGFWM | SMRT | 3222 |

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| S16038356 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7Y4GFWM | SMRT | 3222 |
| S16038357 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7VTGFWM | SMRT | 3222 |
| S16038358 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7Y1GFWM | SMRT | 3222 |
| S16038359 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QV2ALGFWM | SMRT | 3222 |
| S16038360 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7XSGFWM | SMRT | 3222 |
| S16038361 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7YEGFWM | SMRT | 3222 |
| S16038362 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7XMGFWM | SMRT | 3222 |
| S16038363 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7Y8GFWM | SMRT | 3222 |
| S16038364 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7Y0GFWM | SMRT | 3222 |
| S16038365 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7WBGFWM | SMRT | 3222 |
| S16038366 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QV2AKGFWM | SMRT | 3222 |
| S16038367 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7XZGFWM | SMRT | 3222 |
| S16038368 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7YKGFWM | SMRT | 3222 |
| S16038369 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7XYGFWM | SMRT | 3222 |
| S16038370 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7WPGFWM | SMRT | 3222 |
| S16038371 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7YPGFWM | SMRT | 3222 |
| S16038372 | MACBOOK AIR 11" 16 GHZ | T | 044 | 591992 | 01/20/2016 | 1,060.00 | C02QT7W5GFWM | SMRT | 3222 |
| S16059060 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161922 | SMRT | 3222 |
| S16059061 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161674 | SMRT | 3222 |
| S16059062 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161516 | SMRT | 3222 |
| S16059063 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161468 | SMRT | 3222 |
| S16059064 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511133410 | SMRT | 3222 |
| S16059065 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511133440 | SMRT | 3222 |
| S16059066 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161463 | SMRT | 3222 |
| S16059067 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161563 | SMRT | 3222 |
| S16059068 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161432 | SMRT | 3222 |
| S16059069 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511111115 | SMRT | 3222 |
| S16059070 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511133529 | SMRT | 3222 |
| S16059071 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511133854 | SMRT | 3222 |
| S16059072 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161312 | SMRT | 3222 |
| S16059073 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161273 | SMRT | 3222 |
| S16059074 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161381 | SMRT | 3222 |
| S16059075 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511133345 | SMRT | 3222 |
| S16059076 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511133865 | SMRT | 3222 |
| S16059077 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511133847 | SMRT | 3222 |
| S16059078 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511133379 | SMRT | 3222 |
| S16059079 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161547 | SMRT | 3222 |
| S16059080 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161596 | SMRT | 3222 |
| S16059081 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511133447 | SMRT | 3222 |
| S16059082 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511133720 | SMRT | 3222 |
| S16059083 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301511111646 | SMRT | 3222 |
| S16059084 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161699 | SMRT | 3222 |
| S16059085 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161606 | SMRT | 3222 |
| S16059086 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161504 | SMRT | 3222 |
| S16059087 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161697 | SMRT | 3222 |

I

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| S16059088 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161566 | SMRT | 3222 |
| S16059089 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161892 | SMRT | 3222 |
| S16059090 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161529 | SMRT | 3222 |
| S16059091 | AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 | T | 044 | 611108 | 04/26/2016 | 566.17 | 2301512161702 | SMRT | 3222 |
| 05LA00170 | Apple Refresh Server | T | 044 | 002005 | 07/22/2005 | 3,021.23 | QP532076SLZ | 3222 | |
| 05LA03836 | APPLE-REFRESH LAPTOP | T | 044 | 002005 | 07/22/2005 | 1,395.62 | 4H531G4HSEB | 3222 | |
| 05LA03844 | APPLE-REFRESH LAPTOP | T | 044 | 002005 | 07/22/2005 | 1,395.62 | 4H531GZ5SEB | 3222 | |
| 05LA03846 | APPLE-REFRESH LAPTOP | T | 044 | 002005 | 07/22/2005 | 1,395.62 | 4H531HV4SEB | 3222 | |
| 05LA03847 | APPLE-REFRESH LAPTOP | T | 044 | 002005 | 07/22/2005 | 1,395.62 | 4H531J7JSEB | 3222 | |
| 05LA03857 | APPLE-REFRESH LAPTOP | T | 044 | 002005 | 07/22/2005 | 1,395.62 | 4H5326Q7SEB | 3222 | |
| 05LA22943 | APPLE-REFRESH LAPTOP | T | 044 | 002005 | 07/22/2005 | 1,395.62 | 4H5329NYSEB | 3222 | |
| 05LA22948 | APPLE-REFRESH LAPTOP | T | 044 | 002005 | 07/22/2005 | 1,395.62 | 4H5356KSSEB | 3222 | |
| 05LA30305 | APPLE REFRESH RAID SERVER | T | 044 | 002005 | 07/22/2005 | 3,970.32 | QP5320C9RS4 | 3222 | |
| 05LL03941 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/2005 | 1,099.66 | 7901K30 | 3222 | |
| 05LL03942 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/2005 | 1,099.66 | 7901K05 | 3222 | |
| 05LL03943 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/2005 | 1,099.66 | 7901HRH | 3222 | |
| 05LL03944 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/2005 | 1,099.66 | 7901K3Z | 3222 | |
| 05LL03945 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/2005 | 1,099.66 | 7902159 | 3222 | |
| 05LL03946 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/2005 | 1,099.66 | 7902155 | 3222 | |
| 05LL03947 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/2005 | 1,099.66 | 7902156 | 3222 | |
| 05LL03948 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/2005 | 1,099.66 | 790213Z | 3222 | |
| 05LL03949 | Lexmark Refresh Printer-T640n | T | 044 | 002005 | 06/17/2005 | 1,099.66 | 79022HK | 3222 | |
| 08LA03327 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/2008 | 2,769.81 | WQ8129&A0P1 | 3222 | |
| 08LA03328 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/2008 | 2,769.81 | WQ8129GY0P1 | 3222 | |
| 08LA03329 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/2008 | 2,769.81 | WQ8129DC0P1 | 3222 | |
| 08LA03331 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/2008 | 2,769.81 | WQ8128700P1 | 3222 | |
| 08LA03333 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/2008 | 2,769.81 | WQ8128C50P1 | 3222 | |
| 08LA03336 | Apple MacBook 2.4 GHz; 2 GB RAM | T | 044 | 128211 | 06/07/2008 | 2,769.81 | WQ8128Y70P1 | 3222 | |

Attachment J

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

**CROSS CREEK SCHOOL**
**COLLEEN STEARN**
**PRINCIPAL**

**Phone: 754-321-6450**

May 31, 2017

TO: Carletha Shaw, Director, OSPA

FROM: CS Colleen Stearn, Principal

SUBJECT: **CROSS CREEK SCHOOL**
**PROPERTY AND INVENTORY AUDIT MARCH 8, 2017**

An audit was conducted on March 8, 2017. As a result of that property audit, a Missing Items Report was issued.

Below shows the timeline of response:

**March 8** - Ana Garcia, Media Specialist, contacted Capital Assets regarding these items and addressed previous requests to remove surplussed items from our PNI. In subsequent correspondence with Laura Walker, Capital Assets, she indicated that the items would be taken off.

**March 29** – In an email to Alvaro Pion, MicroTech, Laura Walker states that all items were scheduled to be removed at the end of the month.

**April 3** – In an email to Ana Garcia, Laura Walker said the items would be removed some time that week.

**April 12** – Thirty-Day response was sent to the Auditor.

**May 1** – Ana Garcia received a Change Fixed Assets Report showing surplussed items were moved to Surplus on March 31, 2017.

**May 2** – The PNI from Capital Assets showed all items removed.

**May 15** – The PNI from Capital Assets showed all items removed.

**May 22** - The PNI from Capital Assets showed all items removed.

**May 25** – Ali Arcese emailed asking for any new updates. I responded that the PNI showed all items were removed. She responded asking for additional documentation that was sent to Capital Assets. At this time, I decided to call Ms. Arcese on the telephone to clarify that no additional documents had been sent to Capital Assets.

During this conversation she inquired as to why the items were removed. I explained that we had been submitting documentation to Capital Assets prior to the meeting she attended at our school. At this point she stated that she was going to Capital Assets to inquire and the following day the items were added back on.

**May 26** – Updated PNI shows all items that had been removed were re-added.

I have attached all documentation pertinent to this audit. Please see attached. If you have any questions or need further information, please do not hesitate to contact me.

CS:ev

C: Dr. Valerie Wanza, Chief, OSPA

Attachment

# RE: Optispool Report

Priscilla L Moxey

Tue 5/30/2017 10:13 AM

Inbox

To:Alvaro Pion <alvaro.pion@browardschools.com>; Ana D. Garcia <ana.d.garcia@browardschools.com>;

Cc:Laura M. Walker <laura.walker@browardschools.com>; Ali Arcese <ali.arcese@browardschools.com>; Colleen A. Stearn <colleen.stearn@browardschools.com>;

2 attachments (11 MB)

03-18-15.pdf; Fw: Audit Report;

Good Morning Alvaro,

They were added back because an email from Anna Garcia on 3/8/17, indicated that Capital Assets made an error in not removing them from the system. However, when the original documents was retrieved it was discovered that those were never listed (see documentation attached.) The only time those assets was discussed was on an audit report for missing and stolen. Any future communication must include internal audit as the documentation submitted appears to be altered (fraudulent).

Mrs. Walker was instructed to add them back as no support has been furnished by B-stock that those items was picked up in 2015.

Regards,

Priscilla L. Moxey, CPA, CFE, M. Acc.
Accountant IV
Capital Assets/ Accounting and Financial Reporting Department
The School Board of Broward County, FL
Phone: 754-321-2279
priscilla.moxey@browardschools.com

Broward County Public Schools
Celebrating 100 Years
of Educational Excellence
browardschools.com/bcps100

**From:** Laura M. Walker
**Sent:** Tuesday, May 30, 2017 9:29 AM
**To:** Priscilla L Moxey

# Untitled

Attachment L

Colleen A. Stearn

Wed 9/20/2017 11:58 AM

Sent Items

To:Laura M. Walker <laura.walker@browardschools.com>;

Cc:Alvaro Pion <alvaro.pion@browardschools.com>;

Hi Ms. Walker,

Hoping this email finds you well after Irma. I want to thank you for your continued assistance in working with our team in the area of our Property and Inventory.

In our continued efforts to reconcile our PNI, I wanted to verify that you are no loner able to assist with the items that we had once removed from our PNI and they were then placed back on. I was told that we need to work with All Arcese on these items and as you may be aware we had already met with her.

Please advise fi you have any additional information so that I may continue to try to reconcile our PNI.

Thanks again for your help.
Have a great day.

Colleen Stearn
Principal
Cross Creek School
754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela

# Re:

L

Laura M. Walker

Wed 9/20/2017 12:10 PM

To: Colleen A. Stearn <colleen.stearn@browardschools.com>;

Hi Mrs. Stearn,
I'm doing well, Thank you! I hope all is well with you also. I do not have any additional information regarding the asset.
Thank you

---

**From:** Colleen A. Stearn
**Sent:** Wednesday, September 20, 2017 11:58 AM
**To:** Laura M. Walker
**Cc:** Alvaro Pion
**Subject:**

Hi Ms. Walker,

Hoping this email finds you well after Irma. I want to thank you for your continued assistance in working with our team in the area of our Property and Inventory.

In our continued efforts to reconcile our PNI, I wanted to verify that you are no loner able to assist with the items that we had once removed from our PNI and they were then placed back on. I was told that we need to work with All Arcese on these items and as you may be aware we had already met with her.

Please advise fi you have any additional information so that I may continue to try to reconcile our PNI.

Thanks again for your help.
Have a great day.

Colleen Stearn
Principal
Cross Creek School
754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela

Attachment M

# Fw: PROPERTY INVENTORY Rev.2

Colleen A. Stearn

Mon [illegible]

Sent Items

To:Laura M. Walker <laura.walker@browardschools.com>;

Cc:Carletha B. Shaw <carle.shaw@browardschools.com>;

1 attachments (6 MB)

CCS:3222.pdf;

Hi Ms. Walker,

Please see the attached documents regarding items that need to be removed from our PNI.(As you may recall they were all removed in May and then all put back after 3 PNI updates)

I spoke with Ms. Shaw, OSPA Cadre director regarding these items and the outcome of the prior audit.

She advised that after looking into the issue that I should re-submit for these items to be removed.
Thank you for your assistance. Do not hesitate to contact me if you have any questions.

Have a great day.

Colleen Stearn
Principal
Cross Creek School
754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela

**From:** Alvaro Pion
**Sent:** Monday, October 23, 2017 3:27 PM
**To:** Colleen A. Stearn
**Cc:** Sally W. Judd
**Subject:** PROPERTY INVENTORY Rev.2

To whom it may concern:
Attached please find copies of various 3290A Surplus Declaration Transfer forms that show inventory items that have already been removed from our school but are still in our PNI811.

M

**CROSS CREEK SCHOOL/3222**

**10/23/17**

| BPI | SERIAL NUMBER | DESCRIPTION | LOCATION |
|---|---|---|---|
| 15-05980 | C02PVXSZFVH3 | APPLE MACBOOK PRO 13" | Page: 1 (3290) - Transfer Form : 27481 |
| 06-84195 | 8L4WK91 | Computer, Dell Star System | Page: 2 (3290) - Transfer Form : 27481 |
| 05-39638 | 6B8PTF1 | DELL, DESKTOP, P4 WS370 W/17" FLAT PANEL | Page: 2 (3290) - Transfer Form : 27481 |
| 05-36202 | 1TVFV51 | Apple-Refresh Laptop | Page: 2 (3290) - Transfer Form : 27481 |
| 05LA03836 | 4H531G4HSEB | Apple-Refresh Laptop | Page: 3 (3290) - Transfer Form : 23320 |
| 05-30951 | UV4353LQRAP | APPLE,IBOOK G4 COMBO DRIVE/12"DISPLAY | Page: 3 (3290) - Transfer Form : 23320 |
| 05LA22943 | 4H5329NYSEB | Apple-Refresh Laptop | Page: 3 (3290) - Transfer Form : 23320 |
| 05LA03844 | 4H531GZ5SEB | Apple-Refresh Laptop | Page: 4 (3290) - Transfer Form : 23320 |
| 05LA03846 | 4H531HV4SEB | Apple-Refresh Laptop | Page: 4 (3290) - Transfer Form : 23320 |
| 05LA03847 | 4H531J7JSEB | Apple-Refresh Laptop | Page: 4 (3290) - Transfer Form : 23320 |
| 05LA03857 | 05LA03857 | Apple-Refresh Laptop | Page: 4 (3290) - Transfer Form : 23320 |
| 05LA22948 | 4H5356KSSEB | Apple-Refresh Laptop | Page: 4 (3290) - Transfer Form : 23320 |
| 05-30947 | UV4353QRRAP | APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY | Page: 5 (3290) - Transfer Form : 23145 |
| 03-00557 | G8224E1TN54 | COMPUTER,MAC EMAC G4 | Page: 5 (3290) - Transfer Form : 23145 |
| 03-00564 | G8224E0SN54 | COMPUTER,MAC EMAC G4 | Page: 5 (3290) - Transfer Form : 23145 |
| 04-01214 | YM316UN1NM2 | APPLE, DESKTOP EMAC G4 | Page: 5 (3290) - Transfer Form : 23145 |
| 01-19835 | RN1120XZKLB | COMPUTER, MAC IMAC | Page: 5 (3290) - Transfer Form : 23145 |
| 04-00181 | G83260JLPQL | APPLE DESKTOP, EMAC G4 | Page: 6 (3290) - Transfer Form : 23145 |
| 04-00182 | G83260KPPQL | APPLE DESKTOP, EMAC G4 | Page: 6 (3290) - Transfer Form : 23145 |
| 04-00183 | G83260LCPQL | APPLE DESKTOP, EMAC G4 | Page: 6 (3290) - Transfer Form : 23145 |
| 03-00574 | G8224DXWN54 | COMPUTER,MAC EMAC G4 | Page: 6 (3290) - Transfer Form : 23145 |
| 04-00189 | G83260JPPQL | APPLE DESKTOP, EMAC G4 | Page: 6 (3290) - Transfer Form : 23145 |
| 04-00200 | G83257SRPQL | APPLE DESKTOP, EMAC G4 | Page: 6 (3290) - Transfer Form : 23145 |
| 03-00573 | G8224E3XN54 | APPLE DESKTOP, EMAC G4 W/17"FLAT CRT/CD | Page: 7 (3290) - Transfer Form : 23145 |
| 98-09180 | 11-FZ967 | PRINTER, LEXMARK OPTRA S 1250 | Page: 7 (3290) |
| 01-01875 | NONE | TABLE, ROUND 60 INCH | Page: 8 (3290) - Transfer Form : 26092 |

Thank you.

**Alvaro Pion**
M.C.T Specialist
1010 NW 31st Ave.
Pompano Beach, FL 33069
754-321-6477
alvaro.pion@browardschools.com

CROSS CREEK SCHOOL

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**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 discreti on. Prope rt y, the value of which the governmental unit estimates to be under $5,000, may be disposed of in the most efficient and cost-effective means as determined by the governmental unit. Any sale of property the value of which the governmental unit estimates to be $5,000 or more shall be sold only to the highest responsible bidder, or by public auction, after publication of notice not less than 1 week nor more than 2 wee ks 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 thedisposal 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 establi shed pursuant to the provisions of chapter 154, whether purchased with federal, state or county funds, or any combination thereof, shall be vested in the board of county commissioners of the county where said county health department is located and shall be accounted for in accordance with the provisions of this chapter.
**History.- s.** 1, ch. 61-46.

**274.12** **Special districts subject to chapter.-Every** special district governed by the provisions of this act shall comply with the provisions of this chapter.
**History.- s.** 12, ch. 79-183; s. 3, ch. 2004-296.

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



**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.*

# SUBJECT: PROCEDURE FOR PROPERTY & INVENTORY CONTROL

## GENERAL:

Florida Statutes (Ch. 274), Florida Administrative Rule, and Board policy 3204 outline the District's responsibility to account for and monitor tangible personal property. The purpose of this bulletin is to outline the procedures associated with Property & Inventory Control. Board policy **3204: PROPERTY ACCOUNTABILITY AND RESPONSIBILITY** designates that principals shall be the custodians of tangible personal property at the schools and that directors shall be the custodians of tangible personal property for the county support services departments.

These procedures address the major aspects of inventory control including purchasing, transfer/salvage, the requirement to conduct self-inventories and the reporting of tangible personal property loss through theft or vandalism. It shall be the responsibility of the Accounting & Financial Reporting Department - Capital Assets to maintain the District's Master File of Capital Assets database for 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 (includes but is not limited to musical instruments, iPads, tablets, desktops, printers, interactive white boards and interactive flat panel displays; see **A. Purchasing Tangible Personal Property - SMART Purchases** for detailed procedures regarding SMART purchases), and amend property records based on the submittal of appropriate documentation in accordance with this Business Practice Bulletin, while it shall be the responsibility of the Office of the Chief Auditor to conduct periodic inventory audits.

Although tangible personal property purchases with a unit value less than $1,000 are not maintained on the District's Master File of Capital Assets database, property custodians must take appropriate precautions to safeguard and track all tangible personal property **(purchased outside of the SMART program)**, especially high risk items such as iPads, tablets, laptops, desktops, printers, interactive white boards and interactive flat panel displays, cameras, audio/video equipment, custodial equipment and musical instruments. Locations must maintain records of these high risk items within a secondary, site-based tracking database. The property custodian will determine the format for maintaining the information contained in the location's secondary, site-based tracking database (Excel, FileMaker Pro, etc.) unless otherwise mandated by the respective SLT administrator.

## A. PURCHASING TANGIBLE PERSONAL PROPERTY – SMART PURCHASES

1. All non-consumable SMART tangible personal property **regardless of cost** must be ordered through the District's Purchasing system utilizing appropriate coding. ***(Exhibit 1 - Detailed procedures for SMART purchasing and receiving)***

2. When ordering SMART tangible personal property, locations are prohibited from purchasing items in "lots", "bundles", or "attached lists". The acquisition of tangible personal property using P-Cards is also prohibited. In order to accurately account for each property item electronically, tangible personal property must be ordered on unique lines of a requisition and the cost center must be the same as the delivery address. SMART purchases must only be ordered via SMART Standard Requisitions/PO's (PO's beginning with #42). The Supply Management & Logistics Department will reject all requisitions for tangible personal property not complying with appropriate guidelines.

3. SMART tangible personal property purchases must be assigned one of the following SMART GL accounts.

   SMART Purchases - $1,000 or More

   a. 56210100: AV-Materials-Over $1,000-SMART
   b. 56410100: Furn/Fix/Equip-Over $1,000-SMART
   c. 56430100: Computer Equip-Over $1,000-SMART
   d. 56910100: Software-Over $1,000-SMART

   SMART Purchases – Under $1,000.00

   a. 56110100: Library Books-SMART
   b. 56220100: AV-Materials-Under $1,000-SMART
   c. 56420100: Furn/Fix/Equip-Under $1,000 Non Trackable-SMART
   d. 56421100: Furn/Fix/Equip-Under $1,000 Trackable-SMART
   e. 56440100: Comp Equip-Under $1,000 Non Trackable-SMART
   f. 56441100: Comp Equip-Under $1,000 Trackable-SMART
   g. 56920100: Software: Software-Under $1,000-SMART

   **NOTE:**

   56420100: Furn/Fix/Equip-Under $1,000 Non Trackable-SMART is to be used when purchasing furniture, fixtures and equipment (excluding musical instruments).

   56421100: Furn/Fix/Equip-Under $1,000 Trackable-SMART is to be used when purchasing musical instruments. These items will be included on the District's Master File of Capital Assets database.

   56440100: Comp Equip-Under $1,000 Non Trackable-SMART is to be used when purchasing keyboards, mice, wiring for computers and other similar technology/accessories.

56441100: Comp Equip-Under $1,000 Trackable-SMART is to be used when purchasing iPads, tablets, laptops, desktops, printers, interactive white boards and interactive flat panel displays. These items will be included on the District's Master File of Capital Assets database.

4. The cost center assigned to the SMART tangible personal property purchase must agree to the delivery/ship to address.

5. When SMART tangible personal property is received on-line, the individual must process the goods receipt for each item separately and record the unique serial number for each property item within the system regardless of cost. In the event an item does not physically possess a manufacturer's serial number, the new purchase documentation should be maintained in the site's property binder for future reconciliation and subsequent application of a District assigned serial number for tracking. The word "none" should be utilized when receiving those items online that do not have a manufacturer assigned serial number.

6. Once the District's Master File of Capital Assets has been updated, a report will be generated to notify property custodians of all new property record creation within the District's Master File of Capital Assets and will be available for all locations on OptiSpool. An email will be sent by Information & Technology – Production Control to all principals and their secretaries, district directors and secretaries, and budget keepers each time the Master File of Capital Assets is updated with new purchases of tangible personal property. The property custodian should use this opportunity to verify the accuracy of the information associated with the property records. Any corrections required to the asset record should be promptly reported to Accounting & Financial Reporting - Capital Assets via email to the "Capital Assets Conference." This includes necessary changes to the item description, serial number, or quantities received. Additionally, if the tangible personal property has not been received at the location, and the asset record was mistakenly created for this location, the property custodian should immediately notify Accounting & Financial Reporting - Capital Assets to correct the discrepancy in a timely manner. *(Property custodians will receive the email notification from Information & Technology – Production Control even when new property items have not been created or modifications have been processed to existing property records for their respective location. In such instances, there will be no report contained within their respective location file within OptiSpool.)*

7. All equipment should be stored in a secure location until it is ready for use.

## A.1 PURCHASING TANGIBLE PERSONAL PROPERTY

1. All non-consumable tangible personal property with a unit value of $1,000 or greater must be ordered through the District's Purchasing system utilizing appropriate coding. ***(Exhibit 1A - Detailed procedures for purchasing and receiving)***

2. When ordering tangible personal property, locations are prohibited from purchasing items in "lots", "bundles", or "attached lists". The acquisition of tangible personal property using P-Cards is also prohibited. In order to accurately account for each property item electronically, tangible personal property must be ordered on unique lines of a requisition and the appropriate delivery address should be noted. The Supply Management & Logistics Department will reject all requisitions for tangible personal property not complying with appropriate guidelines.

3. When tangible personal property is received on-line, the individual must process the goods receipt for each item separately and record the unique serial number for each property item within the system. In the event an item does not physically possess a manufacturer's serial number, the new purchase documentation should be maintained in the site's property binder for future reconciliation and subsequent application of a District assigned serial number for tracking. The word "none" should be utilized when receiving those items online that do not have a manufacturer assigned serial number.

4. See STANDARD PRACTICE BULLETIN NO:
   I-311 Proper recording of donated assets or items purchased utilizing internal funds.

5. Once the District's Master File of Capital Assets has been updated, a report will be generated to notify property custodians of all new property record creation within the District's Master File of Capital Assets and will be available for all locations on OptiSpool. An email will be sent by Information & Technology – Production Control to all principals and their secretaries, district directors and secretaries, and budgetkeepers <u>each</u> time the Master File of Capital Assets is updated with new purchases of tangible personal property. The property custodian should use this opportunity to verify the accuracy of the information associated with the property records. Any corrections required to the asset record should be promptly reported to Accounting & Financial Reporting - Capital Assets via email to the "Capital Assets Conference." This includes necessary changes to the item description, serial number, or quantities received. Additionally, if the tangible personal property has not been received at the location, and the asset record was mistakenly created for this location, the property custodian should immediately notify Accounting & Financial Reporting - Capital Assets to correct the discrepancy in a timely manner. *(Property custodians will receive the email notification from Information & Technology – Production Control even when new property items have not been created or*

*modifications have been processed to existing property records for their respective location. In such instances there will be no report contained within their respective location file within OptiSpool.)*

6. All equipment should be stored in a secure location until it is ready for use.

## B. TRANSFERRING TANGIBLE PERSONAL PROPERTY

1. When a location is permanently transferring tangible personal property to another location, the property custodian is required to execute a 3290A Surplus/Transfer Declaration Form (**See Exhibit 2**).

2. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being transferred.

3. The 3290A Surplus/Transfer Declaration Form must then be signed by both property custodians (issuing and receiving).

4. In the event the tangible personal property is able to be relocated without the assistance of Material Logistics, the receiving property custodian should then forward the original 3290A Surplus/Transfer Declaration Form to Accounting & Financial Reporting - Capital Assets.

    a. Accounting & Financial Reporting - Capital Assets will send an email confirmation to the property custodians upon receipt of the form and documentation.
    b. Accounting & Financial Reporting - Capital Assets will modify the property records to reflect the transfer of the applicable tangible personal property.
    c. Within five business days of receiving notification, the transfer request will be processed by Accounting & Financial Reporting - Capital Assets and locations will be contacted for any additional information. The property custodian should verify the applicable property records have been removed from their property inventory by actively monitoring the OptiSpool PNI 954 A, B, & C report(s), or by requesting a PNI 811 report from Information & Technology – Production Control.
    d. The locations should maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent inventory audits. Transfer documentation that is greater than 90 days old will not be accepted during the property audit of tangible personal property.

5. In the event assistance is required to relocate the tangible personal property, the receiving property custodian should forward the original 3290A Surplus/Transfer Declaration Form to the Manager, Material Logistics at the Warehouse.

    a. Material Logistics will then arrange for the physical transfer of the tangible personal property. The issuing and receiving locations should ensure the actual tangible personal property corresponds to the information identified on the 3290A Surplus/Transfer Declaration Form at the time of pick-up and delivery.
    b. Material Logistics will forward the original 3290A Surplus/Transfer Declaration Form along with the B-stock pick-up acknowledgment form (**See Exhibit 3**) to Accounting & Financial Reporting - Capital Assets.
    c. Accounting & Financial Reporting Department - Capital Assets will send an email confirmation to the property custodians upon receipt of the form and documentation.
    d. Within five business days of receiving notification, the transfer request will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information. The property custodian should verify the applicable property records have been removed from their property inventory by actively monitoring the OptiSpool PNI 954 A, B, & C report(s), or by requesting a PNI 811 report from Information & Technology – Production Control.
    e. The locations should maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent inventory audits. Transfer documentation that is greater than 90 days old will not be accepted during the property audit of tangible personal property.

## C. ASSIGNMENT OF TANGIBLE PERSONAL PROPERTY TO STAFF

1. It is recognized that tangible personal property will be assigned to staff for temporary removal of the property from the primary operational site location. In such instances, a Property Pass (**See Exhibit 4**) must be executed to document the assignment and removal of capital equipment from the location.

2. A unique Property Pass must be completed for each piece of tangible personal property removed from the location.

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

## D. CONDUCTING SEMI-ANNUAL INVENTORIES

1. All locations are minimally required to conduct semi-annual inventories to ensure the District's property records are accurately maintained and updated. This includes the high-risk property items maintained within the secondary database established by the location.

2. The location will request an electronic copy of its PNI 811 report from Information & Technology – Production Control.

3. Appropriate staff will physically verify each property item listed on the PNI 811 report is accounted for on premises or there is a current Property Pass executed for tangible personal property assigned to individuals.

4. Locations shall surplus tangible personal property twice per year in accordance with conducting their self-inventories (See **F. SURPLUS OF TANGIBLE PERSONAL PROPERTY**).

5. After completing the self-inventory, the property custodian shall complete the Semi-Annual Inventory Form (**See Exhibit 5**) and forward a copy of it to their respective SLT administrator.

## E. REPORTING THEFT OR VANDALISM OF TANGIBLE PERSONAL PROPERTY

1. All locations must take appropriate measures to ensure the safekeeping of all tangible personal property. This includes securing all high-theft equipment during hours of non-operation.

2. To the extent possible, tangible personal property should be designated to individual staff that is requested to oversee the equipment and report any loss or theft to appropriate administration in "real-time". Additionally, tangible personal property that is not utilized on a day-to-day basis should be stored in a secured location, and the appropriate staff should physically verify this property as needed to provide the most effective means of securing tangible personal property.

3. In the event of theft or vandalism, the property custodian will report the loss to the Broward District Schools Police Department (BDSPD) and the local authorities at the time of the incident. As a component of the police report and the BDSPD's Immediate Notification Form (**See Exhibit 6**), the location must provide all applicable property and serial numbers of the stolen tangible personal property along with a narrative of the event. This should be completed within 2 business days from when the incident is known or should have been known.

4. The location must then complete a **03290** Tangible Property Loss/ Equipment Acquisition Form (**See Exhibit 7**) listing all of the tangible personal property items which were stolen. The form must contain all of the appropriate identifiable information and be signed by the property custodian.

5. The original **03290** Tangible Property Loss/ Equipment Acquisition Form, with a copy of the Immediate Notification Form and the police report attached, should then be forwarded to Accounting & Financial Reporting Department - Capital Assets for record amendment. After allowing an appropriate period of time for the loss to be processed, the location should verify the applicable property records have been amended to reflect the loss by requesting an electronic **DOWNLOAD** of the location's PNI 811 report from Information & Technology – Production Control. In the event property records have not been appropriately amended, the location should follow-up with Accounting & Financial Reporting Department - Capital Assets to ascertain the processing status of the submitted documentation.

6. The location must maintain copies of all pertinent documentation for their files in order to efficiently facilitate any necessary reconciliation during subsequent property and inventory audits.

7. A record of all reported losses will be maintained by the District for the purpose of analyzing loss trends. In the event there is a trend of loss at the same location or any individual loss event is significant in magnitude, a review of the circumstances involved with the loss will be conducted in an effort to prevent similar losses in the future. This review will be conducted by representatives from the following departments: Broward District Schools Police, Risk Management, and Information & Technology. Following the review, recommendations will be made to enhance the security measures at the location in an effort to prevent similar losses in the future. These recommendations may include, but are not limited to:

    a. Modification to the receipt and storage of asset equipment at the location
    b. Modification of existing surveillance systems within the location
    c. Installation of additional security devices/equipment at the location
    d. Increased frequency of self – inventories of asset equipment
    e. Installation of passive or active security devices within high-risk equipment items

    These recommendations are not a component of the property and inventory audit performed by the Office of the Chief Auditor.

## F. SURPLUS OF TANGIBLE PERSONAL PROPERTY

1. 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 (See **D. CONDUCTING SEMI-ANNUAL INVENTORIES**).

2. The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.

3. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being surplussed. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property (See section **F.11** for instructions on surplussing Buses, Vehicles, and Trailers).

4. The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to the Manager, Material Logistics at the Warehouse.

5. The Warehouse will arrange to pick-up the tangible personal property designated for surplus from the applicable location. A work order document will be provided to the property custodian at each location to certify removal activity.

6. After confirming the pick-up of the property items, the Manager, Material Logistics will forward the 3290A Surplus/Transfer Declaration Form along with the B-stock pick-up acknowledgment form to Accounting & Financial Reporting Department - Capital Assets for processing.

7. Accounting & Financial Reporting Department - Capital Assets will send an email confirmation to the property custodian upon receipt of the form and documentation.

8. Accounting & Financial Reporting Department - Capital Assets will process the 3290A Surplus/Transfer Declaration Form and remove the property records from the location's property inventory.

9. Within five business days of receiving notification, the 3290A Surplus/Transfer Declaration Form will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information. The property custodian should verify that the property records have

been removed from the property inventory by requesting a PNI 811 from Information & Technology – Production Control.

10. The location should maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent property and inventory audits.

11. To enhance the accountability associated with Property and Inventory, the procedures for the surplus of buses, vehicles, and trailers require the following steps:

    a. The location must complete a 3290A Surplus/Transfer Declaration Form to identify buses, vehicles, and trailers to be salvaged.
    b. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial or VIN number, model number, and equipment description for each property item being surplussed. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property.

    c. The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to Accounting & Financial Reporting Department – Capital Assets for processing.

    d. Accounting & Financial Reporting Department – Capital Assets will send an email confirmation to the property custodian upon receipt of form and documentation, and will mark the asset with a status of "P" for "Pending Disposal." The asset will remain in the location's inventory until final proof of disposition is submitted to Accounting & Financial Reporting Department – Capital Assets.

    e. The location must submit proof of the asset's final disposition to Accounting & Financial Reporting – Capital Assets to remove the property records from the location's property inventory. The proof of final disposition can be submitted in either of the following methods:

        i. A bill of Sale or a copy of receipt from the contracted auctioneer or,
        ii. Other proof of disposal, such as a pick-up ticket, trade-in receipt, a copy of receipt from a licensed scrap dealer, an invoice from a metal crushing company, a donation letter to a registered charity or community organization, documented evidence of dumping assets of no or little value, or other auditable supporting documentation.

f. Upon receipt of the asset's final disposition, Accounting & Financial Reporting – Capital Assets will remove the "Pending Disposal" status from the asset, which will subsequently remove the asset's property records from the location's property inventory.

## G. EXECUTION OF TANGIBLE PERSONAL PROPERTY DOCUMENTATION BY DESIGNEES

1. Board policy **3204: PROPERTY ACCOUNTABILITY AND RESPONSIBILITY** designates that principals shall be the custodians of tangible personal property at the schools and that directors shall be the custodians of tangible personal property for the county support services departments.

2. Principals and Directors are to execute all documentation associated with tangible personal property.

3. Principal and Director Designees may execute documentation associated with tangible personal property in the absence of a property custodian in order to avoid disruption of daily operations. In such instances, the property custodian must also sign such documentation upon their return to the location, or as soon as practical.

## H. PROPERTY AUDITS OF TANGIBLE PERSONAL PROPERTY

1. Periodically, the Office of the Chief Auditor (OCA) will conduct a property and inventory audit for locations. The purpose of this audit will be to verify the physical presence of tangible personal property designated on a location's property inventory and to ensure appropriate controls are in place to safeguard the location's tangible personal property. This will include a cursory review of the safeguards associated with high-risk items maintained within the location's secondary database (as previously defined by this Business Practice Bulletin). Accounting & Financial Reporting Department - Capital Assets will be notified by OCA when a location is being audited and upon completion of the audit so that the property records for the location are not altered during the duration of an audit.

2. OCA staff will then issue a preliminary report identifying the property items which could not be physically located or did not have appropriate documentation to support their absence.

3. The location will be provided a reconciliation period to locate the unaccounted tangible personal property or provide supplemental documentation to substantiate their physical location.

4. The OCA will then issue a final audit report to the property custodian, identifying the final discrepancy list and outlining any material weaknesses associated with the location's inventory control. A copy of the final discrepancy report will also be forwarded to Accounting & Financial Reporting Department - Capital Assets 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** 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.

5. The property custodian must provide a response to the final report findings via the respective SLT administrator, outlining a corrective action plan designed to address the property audit exceptions and improve operational standards at the location.

6. The respective SLT administrator must then provide written correspondence to the OCA confirming their support of the action plan. This correspondence will be included in the final audit report.

7. The complete property audit will then be presented to the District's Audit Committee at their next regularly scheduled meeting.

8. The property audit report will subsequently be transmitted to the School Board at a regularly scheduled School Board meeting.

APPROVED BY: CABINET DATE: 8/1/17

CABINET MEMBER SIGNATURE: _____

# REQUISITION PROCEDURES FOR SMART AND GENERAL OBLIGATION BOND (GOB) FUNDS ONLY

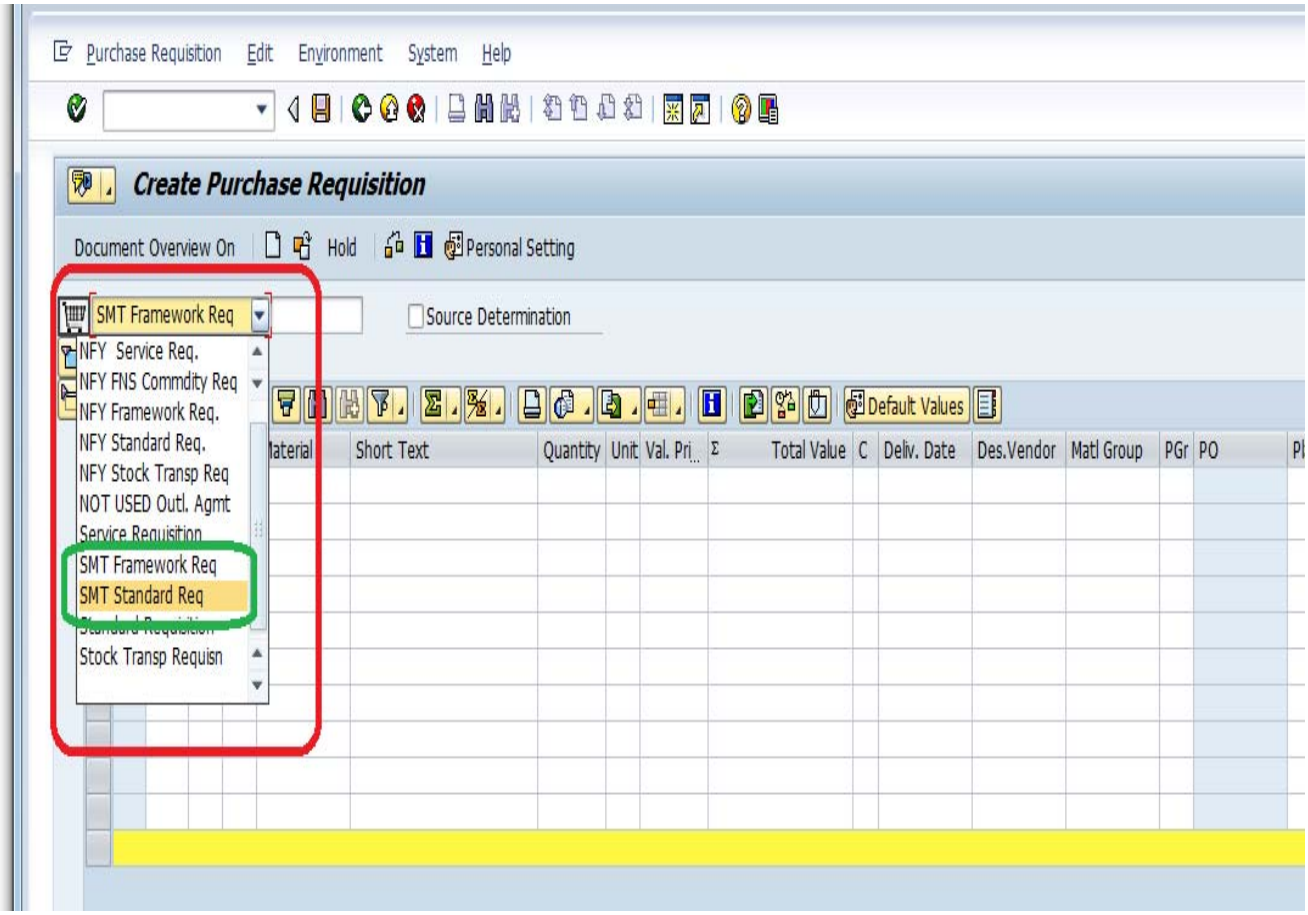
Follow the instructions and guidelines in this document to place orders for SMART and/or GOB purchases. Please note that there are different document types to use when creating requisitions for SMART/GOB orders. These document types must be used when creating SMART/GOB orders. The number sequence for requisitions and Purchase Orders for SMART/GOB orders will be different than Non SMART/GOB orders. Capital Budget will budget funds by location and instruct those locations in which fund to apply to the SMART/GOB requisition. Refer to Business Practice Bulletin O-100 – Procedure for Property & Inventory Control for updates on the SMART/GOB procedures.

## 1. SMART/GOB Purchase Requirements:

A. Purchases must be assigned the appropriate GL account as listed herein
B. Items cannot be ordered in lots, bundles or attached lists
C. Ship to address must be the same as requested Storage location (SLoc).
D. Ship to address must include location within the building (room/fishe number)
E. P – Cards are not to be used with Smart/Bond Funds

## 2. SMART/GOB Document Type:

A. DO NOT mix Smart/GOB and non-Smart/GOB items on the same requisition
B. Use document type SMT Standard for standard SMART/GOB requisition orders (see illustration)
C. Use document type SMT Framework for framework SMART/GOB requisition orders (see illustration)




## 3. SMART Numbering Sequence:

A. SMT requisitions will begin with 30xxxxxx
B. SMT standard PO's will begin with 42
C. SMT framework PO's will begin with 85

## 4. Capital Projects Fund (Major Fund)/WBS Element:

A. Separate Capital Projects funds will be utilized for each GOB. Fund 3541 will be used for GOB1, 3542 for GOB2. Please contact Capital Budget for the correct fund to use
B. WBS Element or Functional Area (for Technology) will be utilized per SMART/GOB project
   I. Capital Budget to provide WBS Element and Functional Area data to use when ordering/tracking SMART/GOB expenditures

## 5. SMART/GOB Capitalized General Ledger (GL) accounts:

A. Technology Equip.: Computer Equipment $1,000 or more, use 56430100
B. Other Equip.:
   I. Audio Visual Material $1,000 or more, use 56210100

II. Furniture, Fixtures & Equipment $1,000 or more, use 56410100

C. Software $1,000 or more use 56910100

D. Building, Fixed Equipment, Land and Remodeling/Renovations:

I. Buildings & Fixed Equipment, use 56310100

II. Land, use 56610100

III. Capitalized Improvement other than Bldg. (Short Term), use 56710100

IV. Capitalized Improvement other than Bldg. (Long Term), use 56730100

V. Capitalized Permanent Land Improvements, use 56740100

VI. Capitalized Remodeling/Renovations, use 56810100

VII. Buses and motor vehicles, use 56510100 (buses) and 56520100 (motor vehicles)

VIII. WBS Element or Functional Area data will be used per Project and will be provided by Capital Budget

## 6. SMART/GOB Non-Capitalized ($999.99 or less) General Ledger (GL) accounts:

A. Computer Equipment Non-Trackable $999.99 or less, use 56440100
*(Includes but is not limited to keyboards, mice, wiring and other similar technology/accessories not tracked per PROP)*

B. Computer Equipment Trackable $999.99 or less, use 56441100
*(Includes but is not limited to iPads, tablets, laptops, desktops, printers, interactive white boards and interactive flat panel displays. Expenditures recorded using this GL account code will be tracked per PROP.)*

C. Other Equip.:

I. Library Books, use 56110100

II. Audio Visual Material $999.99 or less, use 56220100

III. Furniture, Fixtures & Equipment $999.99 or less Non Trackable, use 56420100

IV. Furniture, Fixtures & Equipment $999.99 or less Trackable, use 56421100 (musical instruments)

V. Software $999.99 or less, use 56920100

D. Buildings, Fixed Equipment, Land and Remodeling/Renovations:

I. Non-Capitalized Improvement other than Bldg. (SMART Off site), use 56720100

II. Non-Capitalized Remodeling/Renovations, use 56820100

## 7. Tangible Personal Property (TPP) and non-TPP SMART/GOB purchases over/under $1,000

A. TPP is defined as items with account coding 5611, 562X, 564X and 569X
B. Receiving for TPP trackable over/under $1,000
   I. Serial numbers are required to be recorded for all TPP received, regardless of cost
   II. Receiving personnel must review WBS or Functional area coding to determine funding source (SMART or GOB)
C. SMART/GOB TPP in PROP over/under $1,000
   I. SMART or GOB purchases will have a separate sequential BPI number to identify type of purchase
   II. The "Location" field will use an identifier of GOBx or SMTx to identify the type of purchase
   III. The "Project" field will be used to track the actual physical location of the asset purchase
   IV. These items shall follow the same Surplus and Transfer forms process and procedures as indicated in Business Practice Bulletin O-100 regardless of cost

## 8. Charter Schools and SMART/GOB:

A. Fixed assets will be purchased directly by BCPS for Charter Schools following the same process and procedures as indicated in this document
B. Charter Schools must follow the same budget mechanism as used for other Charter School purchases
C. Business Support Center (BSC) personnel will create purchase requisitions following guidelines specified for Charter Schools
D. Purchases will be tracked by Cost Center. All technology/electronic equipment (i.e. monitors, docking stations, etc.) will be tracked
E. OptiSpool and PROP reports will be utilized to track Charter Schools
F. Office of Chief Auditor shall be notified of all items shipped to Charter Schools