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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The School Board of Broward County, Florida

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Robert W. Runcie, Superintendent of Schools

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, CPA

Task-Assigned Chief Auditor

ann Conway

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2017

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: <u>Procedure for Property & Inventory Control</u>. The results of our tests of compliance indicated some locations did not comply with some policies and procedures established in the sources identified above.

Property Control Structure

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

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

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

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

Property Audit Exceptions

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

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

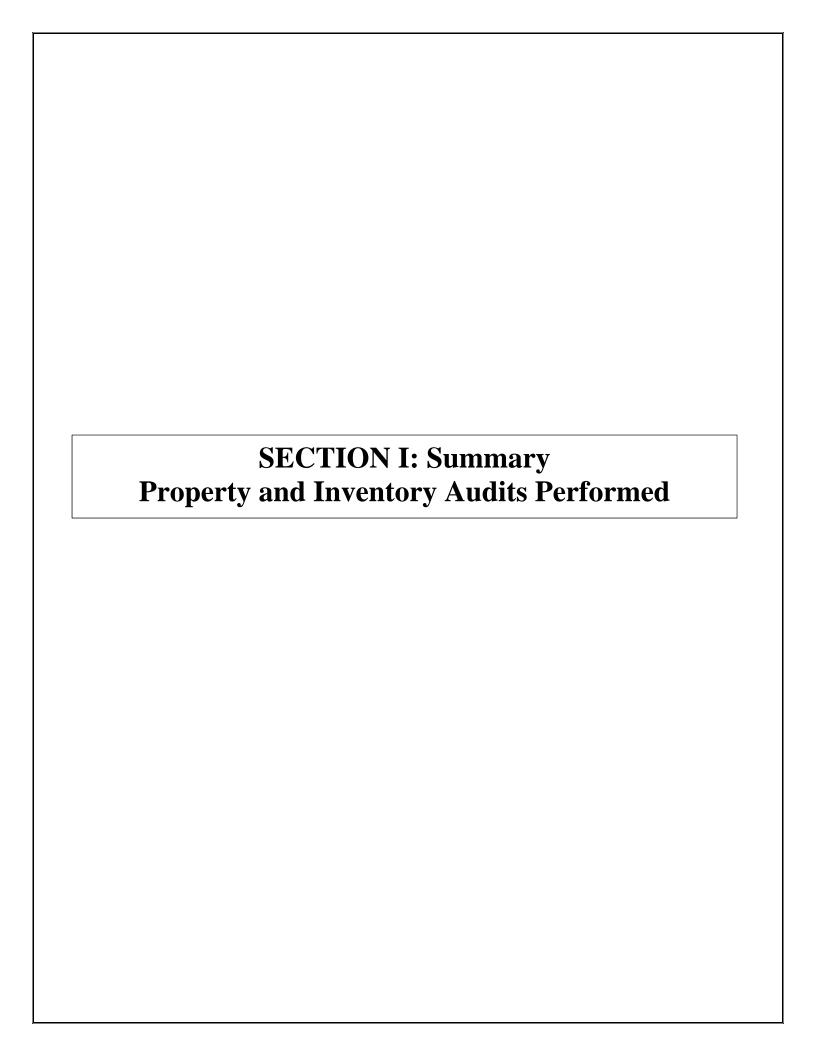
The Office of the Chief Auditor reports no property exceptions for locations with an aggregate historical value, of items unaccounted for, falling below the designated 1% threshold unless significant process control weaknesses have been identified. As of July 1, 2004, Florida State Statute 274.02, changed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

•	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.



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

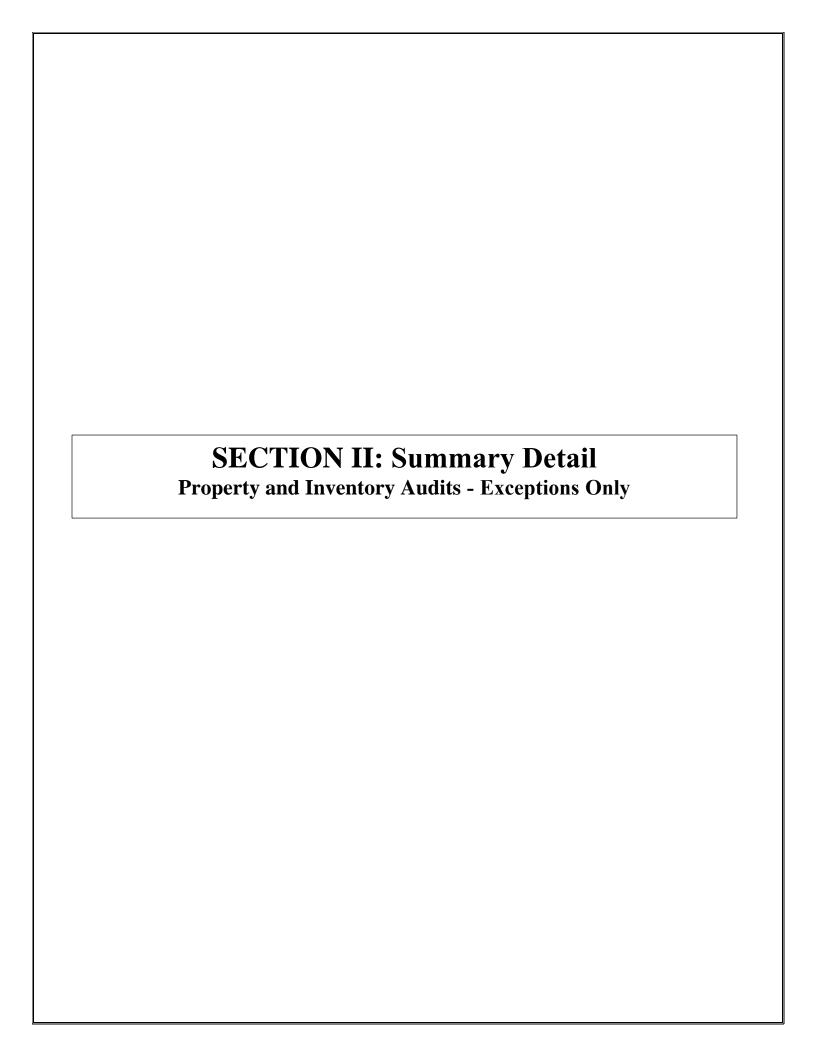
The following table presents a summary of the property and inventory audits that were finalized during the period February 19, 2018 through May 2, 2018. For any location that received an exception, we have included a detailed listing of the items that were unaccounted for and the administration's response.

	V	T . IV	Historical	Items Unaccounted	Histo Co (IN	ost	No Exception/	D . W
Area	Name	Total Items	Cost	For (INAF)	Not Physically Accounted for	Out of Compliance	Exception	Page No.
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
Sı	ıb Total	10,099	\$8,103,506	112	\$71,590	\$81,814		

		m.4.1	Historical	Items	Histor Cos (INA	st	No Exception/	
Area	Name	Total Items	Cost	Unaccounted For (INAF)	Not Physically Accounted for	Out of Compliance	Exception Exception	Page No.
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 \$806,155 3 \$2,604 \$0		\$0	No Exception		
School	Tedder Elementary	989			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 Grand Total		8,158	\$6,919,542	104	\$105,671	\$38,334		
		18,257	\$15,023,048	216	\$177,261	\$120,148	9 No Exc 9 Excep	

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



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).

	DDI	ITEM	1110	TORICAL		LLOWABLE		
	BPI	IIEM	ніэ	-				
	NUMBER	DESCRIPTION		COST	DEI	PRECIATION ^[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

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	ITEM	HIS	STORICAL	AL	LOWABLE			
	NUMBER	DESCRIPTION		COST	DEPI	RECIATION ^[1]	\	/ALUE	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

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

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	ITEM	HI	STORICAL	ALLOWABLE		
NUMBER	DESCRIPTION		COST	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	ITEM	Н	ISTORICAL	ALL	OWABLE		
	NUMBER	DESCRIPTION		COST	DEPRE	ECIATION ^[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 \$

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	ITEM	HISTORICAL	ALLOWABLE		
NUMBER	DESCRIPTION	COST	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	ITEM	Н	ISTORICAL	ALLOWABLE		
NUMBER	DESCRIPTION		COST	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			Surplused
37 05LA27047	APPLE-REFRESH LAPTOP	\$	1,395.62			Surplused
38 05-31117	APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY	\$	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

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 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
 - 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	ITEM	HIS	HISTORICAL		LLOWABLE			
	NUMBER	DESCRIPTION		COST	DEF	PRECIATION[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 \$ -

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	ITEM	HIS	TORICAL	_	ALLOWABLE			
NUMBER	DESCRIPTION		COST	DE	PRECIATION[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	ITEM	HIS	TORICAL		LOWABLE			
	NUMBER	DESCRIPTION		COST	DEP	RECIATION ^[1]	١	/ALUE	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

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 <u>original</u> 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	ITEM	Н	ISTORICAL	ALLOWABLE		
NUMBER	DESCRIPTION		COST	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	ITEM	Н	ISTORICAL	ALLOWABLE		
	NUMBER	DESCRIPTION		COST	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 \$

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

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

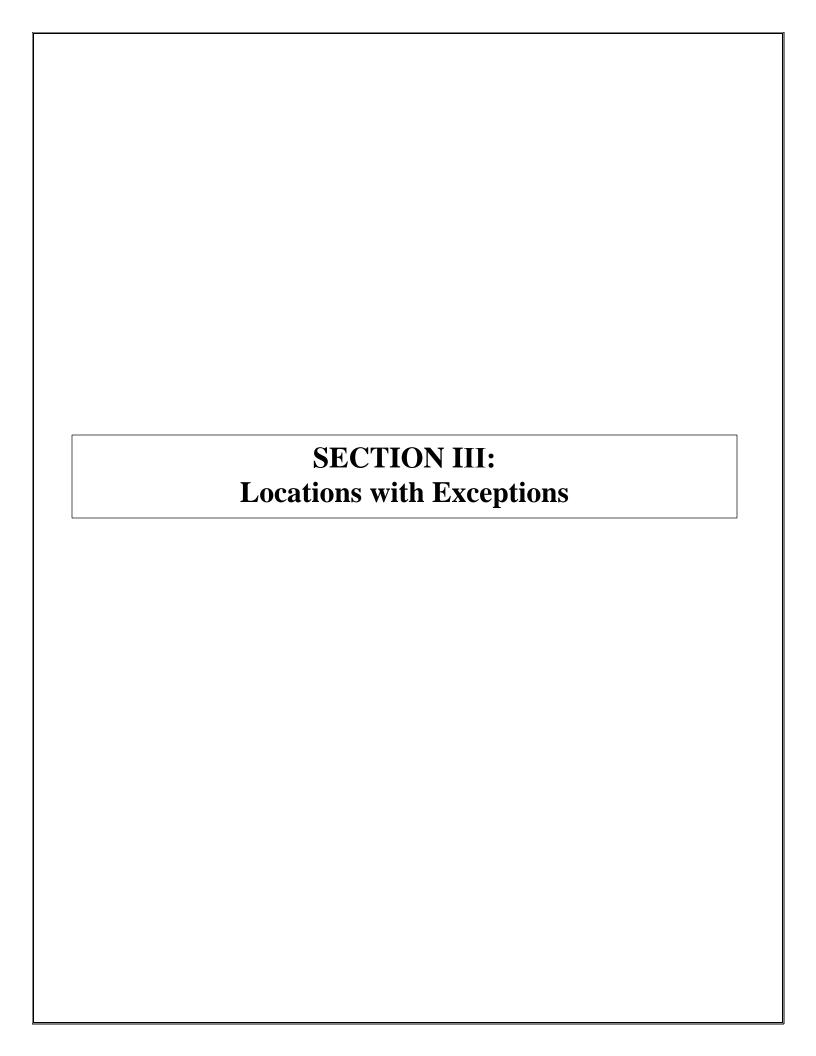
- (F) Surplus of Tangible Personal Property
- (2) The location should complete a 3290A Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.
- (4)The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original 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	HI	STORICAL COST	LOWABLE RECIATION ^[1]	١	/ALUE	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 \$ -



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:

5760,017
Total Number of Items Unaccounted for:

12
Total Dollar Cost of Items Unaccounted for:

515,120
Total Net Value of Items Unaccounted for:

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 \$. 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 <u>quarterly</u> Property and Inventory audit reports that will include the PNI 811 Asset Report and the Discrepancy List Report to the Office of School Performance & Accountability 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





Beachside Montessori Village Vered Roberts, Principal 2230 Lincoln Street 754-323-8050 754-323-8090 (Fax) The School Board of Broward County, Florida Nora Rupert, Chair

Nora Rupert, Chair Heather Brinkworth, Vice Chair

> Robin Bartleman Abby M. Freedman Patricia Good Donna P. Kom Laurle Rich Levinson Ann Murray Dr. Rosalind Osgood

> > Robert W. Runcie Superintendent

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

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.

Property and Inventory Audit Response Beachside Montessori Village Page 2

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 <u>Procedure for Property</u> 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.

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:

Total Dollar Cost of Items in Inventory:

Total Number of Items Unaccounted for:

Total Dollar Cost of Items Unaccounted for:

Total Net Value of Items Unaccounted for:

Percentage of Dollar Cost of Items Unaccounted for:

\$1,282

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 <u>Inventory Process & Tips</u> training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> with 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 microtechnology 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





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

The School Board of Broward County, Florida

Nora Rupert, Chair Heather P. Brinkworth, Vice Chair

> Robin Bartleman Abby M. Freedman Patricia Good Donna P. Korn Laurie Rich Levinson Ann Murray Dr. Rosalind Osgood

Robert W. Runcie Superintendent of Schools

TO:

Valerie S. Wanza

Chief Officer, Office of School Performance &

Accountability

FROM:

Latosha Williams

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 semiannually 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:

Total Dollar Cost of Items in Inventory:

Sp16,375

Total Number of Items Unaccounted for:

Total Dollar Cost of Items Unaccounted for:

Total Net Value of Items Unaccounted for:

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 <u>Inventory Process & Tips</u> training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> with the 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.

Broward Cty Schools Capital Assets





3461

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The School Board of Broward County, Florida **Capital Assets Activity Form Surplus Declaration Transfer** Submit Surplus / Transfer Form to B-Stock *SURPLUS (Principal / Director authorization signature required) TRANSFER (both issuing and receiving Principal / Director authorization signatures required) B-Stock Transfer #:_ Transfer Assistance Required: X YES NO Issuing Location#: 3461 Receiving Location#: Location Name: Eagle Point Elementary Location Name: B-Stock Contact Name: Richard Phillips Contact Name: Phone #: 754-323-5500 Phone #: Obsolete **BPI Number** Serial Model Equipment Refer to Asset Record Number Number Description download as needed J3VG653112F **EPSON PowerLite 34** B. STOCK GY8F712494L EPSON PowerLite 82c B. STOCK 1WHE746726L **EPSON PowerLite S5** B. STOCK -MSUF091136L EPSON PowerLite 844 - 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 / MIL Released by: Surplus Approved by Date: Please Print Name, Title Policy 3204) Transfer Received by Principal / Director (per Policy 3204) Transfer Delivered by: 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 _5__ of_7_ pages Capital Assets Activity Form **Surplus Declaration Transfer** Submit Surplus / Transfer Form to B-Stock *SURPLUS (Principal / Director authorization signature required) TRANSFER (both issuing and receiving Principal / Director authorization signatures required) B-Stock Transfer #: Transfer Assistance Required: X YES NO Issuing Location#: 3461 Receiving Location#: Location Name: Eagle Point Elementary Location Name: B-Stock Contact Name: Richard Phillips Contact Name:

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number		Equipment Description	Obsolete
	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		

Date:

Date:

Principal / Director (per Policy 3204)

Please Print Name, Title

Form #3290A Rev. 07/08

Transfer Received by:

Transfer Delivered by:

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

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

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The School Board of Broward County, Florida County Capital Assets Activity Form **Surplus Declaration Transfer** Submit Surplus / Transfer Form to B-Stock *SURPLUS (Principal / Director authorization signature required) TRANSFER (both issuing and receiving Principal / Director authorization signatures required) B-Stock Transfer #:_ Transfer Assistance Required: X YES NO Issuing Location#: 3461 Receiving Location#: Location Name: Eagle Point Elementary Location Name: B-Stock Contact Name: Richard Phillips Contact Name: Phone #: 754-323-5500 Phone #: Broken **RPI Number** Serial Model Equipment Refer to Asset Record Number Number Description download as needed 10025 🗵 🗆 03-22641 G83215FBPQL Apple, Desktop, eMac G4 \ 1100.25 🗆 🗆 03-22642 G83215FNPQL Apple, Desktop, eMac G4 ℃ 03-22627 G83214GQPQL Apple, Desktop, eMac G4 × 1100.30 🛛 🗆 04-17009 G841367JQLP Apple, Desktop, eMac 17 Y 1100.30 🗆 04-17017 G841367AQLP Apple, Desktop, eMac 17 (1154.00 ⊠ □ 05-22798 G84247AHR93 Apple, eMac G4 17" Flat CRT 05-22780 53LR051 Dell Pentium 4 15" Flat Panel / 1154.00 × 0 05-22790 H2LR051 Dell Pentium 4 15" Flat Panel / 05-22782 60LR051 Dell Pentium 4 15" Flat Panel -1154.00 🛛 🗆 05-22775 B2LR051 Dell Pentium 4 15" Flat Panel / Equipment Transfer / 7414 Released by: KirHAGO Surplus Approved by: Please Print Name, Title Transfer Received by:

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

CHANNETYPE. Agrid Capitor

Transfer Delivered by:_

Form #3290A Rev. 07/08 Principal / Director (per Policy 3204)

Please Print Name, Title

Khang nowali

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

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

Exhibit A _4_ of<u>/9</u> pages

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

	Exhibit A
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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 Receiving Location#: Location Name: Eagle Point Elementary Location Name: B-Stock Contact Name: Contact Name: Richard Phillips Phone #: 754-323-5500 Phone #: **BPI Number** Model Equipment Description Refer to Asset Record Serial Number Number download as needed 480.32 \ 07-82956 W8724A96YA2 MacBook 13" : 07-82957 W8724AYSYA2 MacBook 13" / $\boxtimes \Box$ 07-82959 W8724AZ3YA2 MacBook 13" X $\boxtimes \Box$ 07-82961 W8724AZDYA2 MacBook 13" / 07-82962 MacBook 13"/ W8724AZEYA2 MacBook 13"-07-82963 W8724AZVYA2 $\boxtimes \Box$ 1480.32 \boxtimes 07-82964 W8724BQ7YA2 MacBook 13" 08-13241 J8VRMF1 DELL Precision 390, DESKTOP, PENTIUM 4 WS TOWER W/20" 08LA03514 WQ8129VE0P1 MacBook 13.3" 08LA03513 WQ812AFB0P1 MacBook 13.3" Equipment Transfer / Surplus Approved by: Please Print Name, Title Fransfer Received by: Principal / Director (per Policy 3204) Fransfer Delivered by: 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 _9_ of<u>f</u>9 pages Capital Assets Activity Form **Surplus Declaration Transfer** Submit Surplus / Transfer Form to B-Stock *SURPLUS (Principal / Director authorization signature required) TRANSFER (both issuing and receiving Principal / Director authorization signatures required) Transfer Assistance Required: X YES NO B-Stock Transfer #:_ Issuing Location#: 3461

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08LA03488	WQ8125JW0P1		MacBook 13.3" /		2769.81
08LA03487	WQ8125KE0P1		MacBook 13.3"		2769.80
08LA03499	WQ8129NC0P1		MacBook 13.3" /		2769.813
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The School Board of Broward County, Florida Capital Assets Activity Form

	Exhibit A	
10	of <u>P</u> pages	

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B-Stock Transfer

Date Created: 5/27/2016

Date Closed:

Number of 3290A Attachments: 22 Number of Other Attachments:

Transfer # 26207

Cafeteria # Issuing Location 3461 Eagle Point Elementary 100 Indian Trace

Weston, FL 33326 Phone/Fax: (754)323-5500 / (754)323-5540

Contact: Pichap Philips

Check if unable to complete Reason:

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

Contact:

Line # BPI #	Serial #	Qty Item Description	Status
1		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

Requested By: Kent Jerding Released By: Date: 6/28/16 RICHARD PHILLIPS Received By: Date: 6/28/16 WILLIAM

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

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> ROBIN BARTLEMAN HEATHER P. BRINKWORTH PATRICIA GOOD DONNA P. KORN LAURIE RICH LEVINSON ANN MURRAY NORA RUPERT

> > ROBERT W. RUNCIE Superintendent of Schools

May 19, 2016

TO:

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

FROM:

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

SUBJECT:

Response Audit Report on Property Inventory - Fiscal Year 2015-16

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

The Corrective Action Plan is as follows:

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

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

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

"Educating Today's Students to Succeed in Tomorrow's World"
Broward County Public Schools Is An Equal Opportunity/Equal Access Employer

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

The School Board of Broward County, Florida

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> Robin Bartleman Abby M. Freedman Patricia Good Donna P. Korn Laurie Rich Levinson Ann Murray Dr. Rosalind Osgood

March 12, 2018

Robert W. Runcie Superintendent of Schools

TO:

Dr. Valerie Wanza

Chief, Office of School Rerformance 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 microtechs 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.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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
HZKRO51	DELL		DESKTOP
FOLRO51	DELL		DESKTOP
60LR051	DELL		DESKTOP
B2LR051	DELL		DESKTOP
32LR051	DELL		DESKTOP
61LR051	DELL		DESKTOP
H2LR051	DELL		DESKTOP
JOLRO51	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
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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	
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W86331EKWH5	APPLE	IMAC	
QP8190AJWRQ	APPLE	IMAC	
QP8190AQWRQ	APPLE	IMAC	
G85204F4TKG	APPLE	EMAC	
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WQ8129SS0P1	APPLE	LAPTOP	
W872364JYA2	APPLE	LAPTOP	
W8821KVROP1	APPLE	LAPTOP	
W872365AYA2	APPLE	LAPTOP	
WQ81257Y0P1	APPLE	LAPTOP LAPTOP	
WQ812AQX0P1 W8723H6RYA2	APPLE 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	
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	W8723LM8YA2	APPLE	LAPTOP
	W8724A3TYA2	APPLE	LAPTOP
	W8723DURYA2	APPLE	LAPTOP
	W8821KVT0P1	APPLE	LAPTOP
	WQ812AFB0P1	APPLE	LAPTOP
	W8723LLLYA2	APPLE	LAPTOP
	WQ8125GQ0P1	APPLE	LAPTOP
	WQ8125KE0P1	APPLE	LAPTOP
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	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
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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 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 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.

#2826/ Exhibit C

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

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Location		ES	Location Name:	Brstock		
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The School Board of Broward County, Florida Capital Assets Activity form

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	ector authorization signature required)			Submit Surplus / Transf	fer Form to B	-stock
	nd receiving Principal / Director authorization	signatures required)				
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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 6501 NW 15th Avenue Issuing Location #: 3642 Receiving Location #: Location Name: Gator Run ES Location Name: Contact Name: Contact Name: Phone #: 754-321-2850 Phone #; BPI Obsolete Number Serial Model Equipment Broken Refer to Asset Record Number Number Description download as needed download as needed
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* Pick-Up Verification document from a SBBC approved removal agent should be retained for Audit Purposes as well (SURPLUS).

Form 3290A Rev. 07/08

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

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4 OF 5 PAGES

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* 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

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Robert W. Runcie Superintendent of Schools

December 14, 2016

TO:

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

FROM:

Keith Peters, Principal, Gator Run Elementary

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.

Page 2

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 microtechnician 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

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Robert W. Runcie Superintendent of Schools

April 16, 2018

TO:

Dr. Valerie Wanza

Chief, Office of School Performance and Accountability

FROM:

Keith Peters

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.

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
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
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 <u>Inventory Process & Tips</u> training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> with the 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 Renformance 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

Galchemas)

March 1, 2018

TO:

Valerie S. Wanza, Ph.D.

Chief School Performance and Accountability Officer

FROM:

Joseph Balchunas, Principal

Park Ridge Elementary 1951

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	HP PROCURVE 3500 SWITCH	\$3,069.00	Surplussed
AVAILABLE		50 No. 94 NO.	

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 reoriented 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 <u>Inventory Process & Tips</u> training offered by the Information & Technology Department. In addition, the new Principal should review Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> 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 microtechnology 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



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 The School Board of Broward County, Florida

Nora Rupert, Chair Heather P. Brinkworth, Vice Chair

> Robin Bartleman Abby M. Freedman Patricia Good Donna P. Korn Laurie Rich Levinson Ann Murray Dr. Rosalind Osgood

Robert W. Runcie Superintendent of Schools

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).

The School Board of Broward County, Florida

- 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:

Total Dollar Cost of Items in Inventory:

S520,281

Total Number of Items Unaccounted for:

Total Dollar Cost of Items Unaccounted for:

Total Net Value of Items Unaccounted for:

Percentage of Dollar Cost of Items Unaccounted for:

650

\$520,281

24

\$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 <u>Inventory Process & Tips</u> training offered by the

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

- The location must take appropriate measures to ensure the safekeeping of all tangible personal property.
- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.
- 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.

SMART SURPLUS

SMART SURPLUS ASSETS

All SMART Computer Devices, A/V Media Equipment *WITH* BPI Asset Numbers

Complete <u>ONE SET</u> of 3290A Surplus Declaration Forms to include descriptions, BPI asset numbers and serial numbers. Indicate "SMART SURPLUS" in upper right hand corner of document.

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)

Once 3290A forms are received, the school will be contacted for scheduling a direct pickup of surplus by the Recycle Vendor.

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.

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 submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket.

ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE

STORAGE NOT PERMITTED: INSIDE PORTABLES OR 2ND FLOOR OR HIGHER FOR SAFETY REASONS

SMART SURPLUS NON-ASSETS

All SMART Devices, A/V Media Equipment <u>WITHOUT</u> BPI Asset Numbers

Complete <u>ONE SET</u> of 3290A Surplus Declaration Forms to include descriptions, serial numbers if applicable, and quantities. Indicate "SMART SURPLUS" in upper right hand corner of document.

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)

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).

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 generate a B-Stock Transfer Ticket and schedule pickup of equipment.

If Vendor is scheduled to complete pickup: 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.

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

SMART SURPLUS INFRASTRUCTURE

All SMART infrastructure equipment removed (wi-fi access points, servers, racks, etc.)

3290A Surplus Declaration Forms will be completed by the Vendor (JDL)and submitted to the school. <u>The school must verify/confirm assets listed on forms</u>. Include BPI numbers on forms when verified.

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)

Procurement & Warehousing department will generate a B-Stock Transfer Ticket and schedule pickup of equipment.

Procurement & Warehousing department will submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket.

ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE

STORAGE NOT PERMITTED: INSIDE PORTABLES OR 2ND FLOOR OR HIGHER FOR SAFETY REASONS

B-STOCK SURPLUS ASSETS & NON-ASSETS

Non SMART related assets and nonassets (appliances, gym equipment, custodial tools, musical instruments, etc.)

Complete <u>ONE SET</u> of 3290A Surplus Declaration Forms to include descriptions, BPI asset numbers and serial numbers.

Principal must sign 3290A form on "Equipment Transfer/Surplus Approved By" line. IN BLUE INK

Submit original 3290A forms by pony to B-Stock (Attn: Ted Skopinski) 321-2850

Procurement & Warehousing department will generate a B-Stock Transfer Ticket and schedule pickup of equipment.

Procurement & Warehousing department will submit all original 3290A forms to Capital Assets/Financial Reporting with copy of signed B-Stock Transfer Ticket.

ALL ITEMS MUST BE IN A CENTRAL LOCATION AT SITE

STORAGE NOT PERMITTED: INSIDE PORTABLES OR 2ND FLOOR OR HIGHER FOR SAFETY REASONS

B-Stock Transfer

Date Created: 1/13/2017

Exhibit G

Date Closed: Number of 3290A Attachments: 2

Number of Other Attachments:

Cafeteria #

Issuing Location 1321

Transfer # 27571

Sheridan Park Elementary

2310 N 70th Terrace Hollywood, FL 33024

Phone/Fax: (754)323-7350 / (754)323-7390

Contact:

Check if unable to complete
Reason:

Receiving Location: 022T

A1 Assets Inc.

1100 Charles Street Longwood, FL 32750

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

Contact:

Line # BPI #	Serial #	City Item Description	Status
1		16 IMAC/EMAC/PC Computers	Inc
2		2 Laptop Computer	Inc
		2 Eaplop Computer	1110



Requested By: Kent Jerding				
Released By: Swarry (AP)	HARRIET CLARK	Date:	1/1	13/

KENT JERDING

Received By: Delivered By:

Originator: Celina King

The School Board of Broward County, Florida

1 OF 2 PAGES

Submit Surplus / Transfer Form to B-stock

Capital Assets Activity form Surplus Declaration Transfer *SURPLUS (Principal / Director authorization signature required)

TRANSFER	(both issuing and reco	TRANSFER (both issuing and receiving Principal / Director authorization signatures required)	ıres required	Subject Carl Prints	
Removal Assistance Required	ace Required	YES NO			
	Issuing Location #: Location Name: Contact Name: Phone #:	#: 1321 Sheridan Park Elem. Hariett Clark/ Don Endorf- 754-323-7350		Receiving Location #: Location Name: Contact Name: Phone #:	г
Ref	BPI Number Refer to Asset Record download as needed	Serial Number	Model	Equipment Description Broken	wayaya
02110 60	000	DN1174P3K1 B		COMPUTER, MAC IMAC	
02-011/9	9/1	C843339MR93		APPLE DESKTOP EMAC 64 W/17"FLAT CRT/CD-R	_
05.222.50	253	G84232B7R93		APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R	_
75777-00	25.7	G84232A.IR93		APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R	_
+6777-CO	255	G84232ALR93		APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R	1
59.66	265	G84232B2R93		APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R	Т
05-44104	104	G84513Z8RBE		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C	T
05-44105	105	OS45140BBE		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C	T
D5-44106	1106	G845137PRBF		APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C	\top
03,60 50		AMSON DELIVERY		APPLE.DESKTOP, EMAC G4 W/17"	٦
Equipment Transfer / Surplus Approved by:		nel	Date: /_/	//3 / /7 Released by	
		Principal / Director (per Policy 3204)		riease rim mame, more	
Receipt of Transfer	sfer bv:		Date:/		
		Principal / Director (per Policy 3204)			
Item(s) Delivered by:	:d by:		Date: /		
		Please Print Name, Title			
Form 3290A Rev. 07/08	1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 +	Preset p Verbealten deginen tram i SBB. agrees d	approved service at seem should to	in should by establish for Andi Purposes of well (SURPELS).	

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

2 OF 2 PAGES

Submit Surplus / Transfer Form to B-stock Date: / Broken Obsolete Please Print Name, Title APPLE, MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" APPLE DESKTOP IMAC INTEL W/17" FLAT PANE APPLE IMAC INTEL W/17" FLAT PANEL/COMBO Equipment Description Apple MacBook 2.4 GHz; 2 GB RAM Apple MacBook 2.4 GHz; 2 GB RAM APPLE, DESKTOP, EMAC G4 W/17" APPLE, DESKTOP, EMAC G4 W/17' APPLE, DESKTOP, EMAC G4 W/17' APPLE, DESKTOP, EMAC G4 W/17' Receiving Location #: Date: 1/2/[/ Released by: Location Name: Contact Name: TRANSFER (both issuing and receiving Principal / Director authorization signatures required) Model Number Date: Date: Sheridan Park Elemori Hariett Clark/ Don Endorf 200 *SURPLUS (Principal / Director authorization signature required) Pryhypal / Director (per Policy 3204) Principal / Director (per Policy 3204) Please Print Name, Title Serial Number 754-323-7350 9 W87370111WRQ Y M5200V ISCH YM5200V2SCH YM52019ZSCH YM52018ZSCH QP71109FWH5 WQ8125HH0P1 4H6387TCU9B WO8125KH0P1 YES Issuing Location #: 1321 Location Name: Contact Name: Refer to Asset Record download as needed Removal Assistance Required Phone #: Number Equipment Transfer / Surplus Approved by: 8LA01657 08LA01668 Item(s) Delivered by: 8-06893 6-02615 6-02628 37-05698 7-13533 05-02607 6-02608 Receipt of Transfer Acknowledged by: Form 3290A Rev. 07/08

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 <u>quarterly</u> 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 <u>Business Practice Bulletin O-100 Procedures for Property and Inventory Control</u> 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.



January 10, 2018 Patrick Reilly Page Two

> 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/

The School Board of Broward County, Florida

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> Robin Bartleman Abby M. Freedman Patricia Good Donna P. Kom Laurie Rich Levinson Ann Murray Dr. Rosalind Osgood

Robert W. Runcie Superintendent of Schools

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:

- Designated members of the inventory team will attend the training titled "Inventory Process and Tips" when it becomes available in My Learning Plan.
- 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.
- 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

The School Board of Broward County, Florida

Valerie S. Wanza, Ph.D. December 20, 2017 Page Two

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.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

The School Board of Broward County, Florida

Valerie S. Wanza, Ph.D. December 20, 2017 Page Three

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

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	Scrial 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 H Scanne	istorical Cost of Asset List from	Items NOT listed on a 32 the 12/15/15 pickup	290 but not missing as they were on	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

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

The School Board of Broward County, Florida

Valerie S. Wanza, Ph.D. December 20, 2017 Page Four

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.

fittle

Attachment

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)

Under Florida law, email addresses are public records. Your email address and the contents of any email sent to the sender of this communication will be released in response to any request for public records, except as excluded by F.S. 119.071, 1002.22(3)(d) [student records], or any other law of the State of Florida. If you do not want your email address to be released as part of any public records request, do not send email to this address, rather contact this office by phone or in writing.

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

"SURPLUS (Proceed) Therefore authorization symmetric requireds The School Board of Broward County, Florida Capital Assets Activity form Surplus Declaration Transfer

OF 3 PAGES

	3		04-18462 W84090EVPVE	- 05-22255 G84232ALR93	- 05-22265 G84232B2R03	05_22252	05-22284 GS4232AJR93	- 05-14106 G84513ZPRBE	05-14104 G84513Z8RBE	06 02628 YMS2018ZSCH	00-02615 TMS2019ZSCH	00-02608 YM5200A25CH	BPI Number Refer to Asset Record download as needed	Removal Assistance Required Issuing Location #: Location Name: Sho Contact Name: Harr Phone #	<
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		iate 18											Model Number	1 31 1	
	Please Pract Scotter 1139	Date 18 18 Released by	APPLE DESKTOP IMAC 64 W/15 FLAT PANEL CU	APPLE DESKTOP EMAC G4 W 17*FLAT CREACD R	APPLE DESKTOP EMAC G4 W/17"FLAT CRT CD R	APPLE DESKTOP EMAC G4 W/17 FLAT CKT CD/R	APPLE DESKTOP EMAC G4 W/17 FLAT CRT CD R	APPLE, DESKTOP, EMAC G4 W 17" FLAT CR1/C	APPLE, DESKTOP, EMAC G4 W 17: FLAT CRICC	APPLE DESKTOP, EMAC 64 W/17	APPLE, DESKTOP, EMAC 64 W/17	APPLE DESKTOP, EMAC 64 W-17"	Equipment Description	Receiving Location #* Location Name Contact Name* Phone #:	
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SURPLUS (Panepal - face for authorization signature required) The School Board of Broward County, Florida Capital Assets Activity form Surplus Declaration Transfer

2 of 3 pages

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	Prospet of the transfer Policy 3204	Principal / Dure for oper Policy 3204)	$\mathcal{K}^{(1)}$	EHG-Z178-F	WQ8125KH0F1	WQ8128BIOP1	WQ8128DToP1	W87370U1WRQ	QP711redFWHS	He387TCU9B	G8#41BHQLP	d'IdTotrork9	RN1174R3KLB	Serial Number	1821 Steindag Park E) Ein Haward Clark / Den (1254) 3 23-7350	\[\] \[\frac{1}{2} \] \[\frac{1} \] \[\frac{1}{2} \] \[\frac{1}{2} \] \[\frac^	IRANSFER (both assuing and receiving Principal + Director and borization sagnatures required)
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*SURPLES (Principal) * Director authorization signature required) The School Board of Broward County, Florida Capital Assets Activity form Surplus Declaration Transfer

OF PAGES

•	Receipt of Transfer Visiowledged by	Equipment Transfer : Surplus Approved by:	116-02607	10502011	5.1171-50	08-22250	08 06883	BPI Number Refer to Asset Record download as needed	Issuing Location #: Location Name: Contact Name: Phone #:	Removal Assistance Required	TRANSITE (not roung at
	Principal During per Pales and	Principa / Director (per Policy 1984)	AWSTANGERIA	YMS200USCH	GS45140BRBE	G842320MR93	WS73714VWRQ	Serial Number	5herdan Hirk F Harat Clark / 2 (754) 321-7	NO NO	TRANSLER (1889) assume and receiving Principal / Director withernation signatures required
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		Date 13 3 Selected by Please From Name, Title	APPLE DESKTOP, EMAC G4 W/17	APPLE DESKTOP, EMAC 04 W 17"	APPLE DESKTOP, EMAC 64 W 17" FLAT CRT-C	APPLE DESKTOP EMAC 64 W/17 FLAT CR.F.CD-R	APPLE IMAC INTEL WAT? FLAT PANEL COMBO	Equipment Description	Receiving Location #: Location Name: Contact Name: Phone #:		Submit Surplus / Transfer Form to B-stock
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Printed by: Harriet L Clark

Title:

Attachment B-3 pages

October 26, 2017 9:29:14 AM Page 1 of 2

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

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

Printed by: Harriet L Clark Title:

October 26, 2017 9:29:14 AM Page 2 of 2

)

B-Stock Transfer

Transfer # 25148

Cafeteria #

Suing Location 1321 Sheridan Park Elementary 2310 N 70th Terrace Hollywood, FL 33024

Phone/Fax: (754)323-7350 / (754)323-7390

Contact: Harriet Clark

Check if unable to complete
Reason:

Date Created: 11/5/2015

Date Closed:

Number of 3290A Attachments: 28 30165

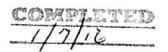
Number of Other Attachments: 1

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

ine # BPI #	Serial # Qty Item Description	Status
1 .	239 285 Laptop Computer-See Attached 3290A Forms	Inc
2	41 21 IMAC/EMAC/PC Computers-See Attached 3290.	
3	1 Printers	Inc
4	1 TV	Inc



Requested By: Harriet Clark	
Released By: 2/and Claud	Date: 12/15/15
Received By: 2 Min Knop 26	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

Page 1 of 1

1321

HHACHMENT C- 6 PAGES Park Scanned Asset List SCANNED BY KENT JERDING

Sheridan Park Scanned Asset List

ON 12/15/2015

						0	,, 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	30
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	
4H50924G587	Apple	Laptop		UV4480LPS87	APPLE	Laptop	
4H5102FP587	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		4H5102I			
UV44716QS87	Apple	Laptop		UV4510:	anno	ed As	Set
UV4471SJS87	Apple	Laptop		111/4500/			
UV4471SSS87	Apple	Laptop		4H5357[1 16	ceived	
4H5328UBSEB	Apple	Laptop		4H5102H 50	17-	17-15	
4H5354B3SEB	Apple	Laptop		4H53531	12	11-15	
4H531HTFSEB	Apple	Laptop		4H5352L			
4H531KN8SEB	Apple	Laptop	box 4	4H5356E			
4H5326A0SEB	Apple	Laptop	Box 8	4H50922			
No. of Contract Contr							

						ON 12/1
4H53256DSEB	Apple	Laptop	Box 9	4H5102HHS87	APPLE	Laptop
UV45101ASCZ	Apple	Laptop		1 3555.7539		сартор
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				
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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			3
4H5327PBSEB	Apple	Laptop				
4H5357XMSEB	Apple	Laptop				
4H53571BSEB	Apple	Laptop				
4H531BERSEB	Apple	Laptop				1
4H532AJ1SEB	Apple	Laptop	ij			1
4H53590ESEB	Apple	Laptop				
4H531BP9SEB	Apple	Laptop				
4H5329MWSEB	Apple	Laptop				- 1
4H531K9YSEB	Apple	Laptop				
4H5352AGSEB	Apple	Laptop				İ
4H531JTVSEB	Apple	Laptop	Box 11			
4H531KETSEB	Apple	Laptop	Box 12			
UV451008SCZ	Apple	Laptop				
4H531DW3SEB	Apple	Laptop				- 1
UV447175S87	Apple	Laptop				
4H531KQVSEB	Apple	Laptop				[
4H5102HCS87	Apple	Laptop				
4H531HAPSEB	Apple	Laptop				
UV45102VSCZ	Apple	Laptop				1
UV451018SCZ	Apple	Laptop				1
4H5328A5SEB	Apple	Laptop	Box 12			1
W84090FCPVK	APPLE	IMAC/EMAC/PC	G1			
QT2202X0LF4	APPLE	IMAC/EMAC/PC				

F				ON 12/1
H9LNL81	DELL			
5CLNL81	DELL			
74LNL81	DELL			
F5LNL81	DELL			
BBLNL81	DELL			
J1C5V61	DELL			
77LNL81	DELL			
61C5V61	DELL			
C1LNL81	DELL			
56LNL81	DELL			
J7LNL81	DELL			1
BOLNL81	DELL	LAPTOP		1
4H531KJXSEB	APPLE	LAPTOP	BOX 13	
4H531HC3SEB				
UV45101FSCZ				
4H531G6XSEB				
4H531KP5SEB				
4H5221R3S88				
UV415B4XQHU				
4H5221H4588				
4H5221RKS88				
4H5221R9S88				l
4H531C74SEB				
4H5324Z9SEB				
4H5355RJSEB				
4H531HGUSEB				
4H5221RLS88			BOX 13	
4H5221PGS88			BOX 14	1
4H5221QK588				
4H5221R8S88				
4H5221R6S88				
4H5221QDS88				
4H5210YHS88				
4H5221Q9S88		•		
4H5221RFS88				
4H5221RES88			BOX 14	
4H5327NPSEB			BOX 15	1
4H531KGZSEB			55A 15	
4H531K14SEB				
4H532AF8SEB				1
UV4504Z7SCZ				
UV451015SCZ				
4H531JBZSEB				1
4H531JYFSEB				1
4H531GBESEB				1
4H531C6WSEB				
4H5357RMSEB				
4H5358PDSEB			BOX 15	
			JUN 13	

	604044045	Marine -	ON 12/15
	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
0.1	QT2370QVLP4	APPLE	LAPTOP G1 03-09309 +>
-21	G84232B7R93	APPLE	IMAC/EMAC/PC CARTI 05-22252-bn 12/8/15 3290
30		APPLE	IMAC/EMAC/PC 05 - 2225 4 OF 12/8/15 3290
	YM52018ZSCH	APPLE	IMAC/EMAC/PC 106-02628 on 1218 115 3290
	G84513Z8RBE -	APPLE	IMAC/EMAC/PC 05-44104 on 12/8/15 3290
	G84232ALR93	APPLE	IMAC/EMAC/PC 05 - 22255 on 12/8/15 3290
14	G84513ZPRBE	APPLE	IMAC/EMAC/PC CARTI Q5-44100 ON 12/48115 3290
11	YM5200V2SCH	APPLE	IMAC/EMAC/PC CART 2 06-02608 ON 12/8/15 3290
	G84232B2R93	APPLE	IMAC/EMAC/PC 05-22265 on 12/8/15 3290
	G845140FRBE	APPLE	IMAC/EMAC/PC)_
10	YM52019ZSCH	APPLE	IMAC/EMAC/PC CART 2 06-09615 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
. 1	72C5V61	DELL	
- 1	11C5V61	DELL	1
	63C5V61	DELL	1
1	DDLNL81	DELL	
L	DULNL81	DELL	

					ON 12/1	5/2015
UV4471SBS87			BOX 16			8 B
UV4471X1S87						
UV4471S9S87						
UV4471T2S87						
UV4471S2S87					,	11
UV4460HHS87						
UV4471WWS87						
UV4460GTS87						
UV4471S8S87						
4H531KFJSEB						
UV4460FZS87	<u>.</u>					
UV4471SMS87			BOX 16			
4H5102G9S87			BOX 17		=	
4H5357SVSEB						
4H53S6LISEB						5 2 8
4H5357CJSEB						Ž.
4H531GJQSEB						Į.
4H5356EASEB						
4H535974SEB						
4H532733SEB						6
4H531C66SEB						
UV4471SKS87		5				
4H531HNGSEB						
4H531HGCSEB			BOX 17			
DDFQCB1 6DS5CB1	DELL	IMAC/EMAC/PC	CART 4 RC	27-84110		
6DSSCB1	DELL	IMAC/EMAC/PC	1 PO7 - 8	4175		
W84090EVPVK	APPLE	14446/5446/56				
G84232A4R93	APPLE	IMAC/EMAC/PC	05	- 2225 W		
OP42500JQV5	APPLE	IMAC/EMAC/PC	CART 4			
QTY. 1	TV					
QTY. 2	OVERHEAD					6 2 1
QTY.2	MONITOR					
QTY.1	PRINTER	•				
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1						
<u>=</u>						
ADDITIONAL						
The second secon	9_29=4445				BPI	
A Comment of the Comm	APPLE	DESKTOP	A CHILD IN	lot on 3290a		22250
G842329MR93						101.1.7
G842329MR93 YM5200V1SCH	APPLE	DESKTOP	N	lot on 3290a	06-02607 106-0	300 I

All on 3290 clated 12/8/15

4	-	-	٠

Sheridan Park Scanned Asset List

SCANNED BY KENT JERDING

				ON 12/15/2015
4H6387TCU9B	APPLE	MACBOOK	Not on 3290a	N/A 207-00698
WQ8125DTOP1	APPLE	MACBOOK	Not on 3290a	08LA01649
WQ8125HH0P1	APPLE	MACBOOK	Not on 3290a	08LA01657 08LA01657
WQ8125KH0P1	APPLE	MACBOOK	Not on 3290a	08LA01668 08LAC1668*
W873713VWRO	APPLE	DESKTOP	Not on 3290a	11/4
QPX1209FWH5	APPLE	BESKTOP	Not on 3290a	-07-13533 O1 -13533 *
RN1174R3KLB	APPLE	DESKTOP	Not on 3290a	02-01178 D4-011 78 X
G845140BRBE	APPLE	DESKTOP	Not on 3290a	05-44105

* All on 12/8/15 3290

Printed by: Harriet L Clark

Title:

Attachment D-lapages Page 1 of 1

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)

Under Florida law, email addresses are public records. Your email address and the contents of any email sent to the sender of this communication will be released in response to any request for public records, except as excluded by F.S. 119.071, 1002.22(3)(d) [student records], or any other law of the State of Florida. If you do not want your email address to be released as part of any public records request, do not send email to this address, rather contact this office by phone or in writing.

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

2	EquipmentNu mber 00-06430 01-06090 01-09916 02-01178 02-17666	Description MACHINE, LAMINATOR 25" TABLE TOP 1" CO LAMINATOR 25" TABLE TOP 1" CORE LAMINATOR, 25" TABLE TOP 1" CORE COMPUTER, MAC IMAC PRINTER, LEXMARK T622DN	Condition G G G	Class 046 046 046 046	Voucher Number 724329 762656 792690 861378	Acq 04, 09, 10, 07, 07, 07,	Acquire Date Amount 04/10/2000 1,295.00 09/26/2000 1,295.00 10/23/2000 1,295.00 07/19/2001 1,583.86 06/11/7002 3,431.00
	01-05090 01-09916 02-01178	LAMINATOR, 25" TABLE TOP 1" CORE COMPLITER MAC IMAC	າ ດ ⊣		046 046		762656 792690 861378
	02-17666	2DN	-1 6		044		
	02-17668	PRINTER, LEXMARK T520N	-		044		968127
	03-14429	PRINTER, LEXMARK T520N	-1		044		019912
	03-20878	PRINTER, LEXMARK T630 Enable 363 77	7		044		049486
	04-04748	BURNISHER, FLOOR PROPANE POWER 27" CLARK	7		014		071422
	04-06512	SCRUBBER, FLOOR BATTERY OPER. TENN. 5680	-		014		078153
	04-13791	PRINTER, LEXMARK T630N B/W LASER 45 (1937) 12225	-		044	044 110617	110617
	04-13792	PRINTER, LEXMARK T630N B/W LASER	-		044		110617
	04-13/93	PRINTER, LEXMARK 1630N B/W LASER			044	044 110617	
	04-13795	PRINTER, LEXMARK T630N B/W LASER	-		044		110617
	04-13796	PRINTER, LEXMARK T630N B/W LASER BLABON 1991	-1		044		110617
	04-17527		_		044	044 134099	
	05-22248	APPLE DESKTOP EMAC 64 W/17"FLAT CRT/CD-R			044		152861
	05-22250		٦.		044	044 152861	
	05-22251 05-22252	APPLE DESKTOP EMAC G4 W/17"FLAT CRT/CD-R			044	044 152861	
	05-22253		-1		044		152861
	05-22254	APPLE DESKTOP EMAC 64 W/17"FLAT CRT/CD-R	-		044	044 152861	152861
	05-22260	CRT/CD-R	-		044		
	05-22261	CRT/CD-R CONSTRUCTION	-1		044	044 152861	152861
	05-22262	APPLE DESKTOP EMAC GA W/17"FLAT CRT/CD-R			044		152861
	05-38912		- 1 -		044	044 015678	
	05-38913	PRINTER, LEXMARK T630N B/W LASER	-		044		015678
	05-43097	HHP IMAGE TEAM 3875 SCANNER KIT			046	044 015678	
					200000000000000000000000000000000000000		



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06 02617	06-02615	06-02611	06-02610	06-02609	06-02608	06-02607	06-02604	05-81491	05-81100	05-54678	05-53448	05-52666	05-52665	05-52663	05-52662	05-52661	05-52660	05-52658	05-50009	05-50008	05-50007	05-50006	05-50005	05-50004	05-48875	05-47451	05-47450	05-44110	05-44108	05-44107	05-44106	05-44105	05-44104	05-44102
APPLE, DESKTOP, EMAC G4 W/17'	APPLE.DESKTOP, EMAC G4 W/17'		APPLE, DESKTOP, EMAC G4 W/17'				-		LEXMARK T630N B/W LASER	IBM SERVER X236, INTEL XEON 2.8 GHZ	TANDBERG 990 MXP SET				APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD.	APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD-	APPLE DESKTOP IMAC G5 20" FLAT PANEL/1.8	APPLE DESKTOP EMAC G4 W/17" FLAT CRT/CD-	PRINTER, LEXMARK T630 December 120-117	PROJECTOR CLASSROOM/CART,LOW END, EPSON	PRINTER LEXMARK T630N B/W LASER	PRINTER LEXMARK T630N B/W LASER	APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C to a service de 30000000000000000000000000000000000	APPLE, DESKTOP, EMAC G4 W/17" FLAT CRT/C Section of the section of										
T	-1	7	-1	-1	-1	-	4	-1	-1	-	-1	-1	-1	-	-	-1	-	7	7	7	ч	7	-	4	T	Т	-	-	-		-1	-	-	٦
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095293	095293	095293	095293	095293	095293	095293	095293	002849	PC-3	082755	076504	070434	070434	070434	070434	070434	070434	070434	048625	048625	048625	048625	048625	048625	041097	037595	037595	029276	029276	029276	029276	029276	029276	029276
08/16/2005	08/16/2005	08/16/2005	08/16/2005	08/16/2005	08/16/2005	08/16/2005	08/16/2005	10/26/2004	07/20/2004	06/20/2005	06/02/2005	05/17/2005	05/17/2005	05/17/2005	05/17/2005	05/17/2005	05/17/2005	05/17/2005	04/14/2005	04/14/2005	04/14/2005	04/14/2005	04/14/2005	04/14/2005	03/08/2005	02/24/2005	02/24/2005	02/09/2005	02/09/2005	02/09/2005	02/09/2005	02/09/2005	02/09/2005	02/09/2005
1,295.00	1,295.00	1,295.00	1,295.00	1,295.00	1,295.00	1,295.00	1,295.00	2,197.00	1,394.00	12,048.17	13,400.00	1,295.00	1,295.00	1,295.00	1,295.00	1,295.00	2,373.00	1,295.00	1,208.00	1,208.00	1,208.00	1,208.00	1,208.00	1,208.00	1,154.23	1.394.00	1.208.00	1,295.05	1,295.05	1,295.05	1,295.05	1,295.05	1,295.05	1,295.05

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08-10928	08-10105	08-10104	08-09577	08-08224	08-07623	08-07622	08-07621	08-07620	08-07619	08-07618	08-07617	08-07616	08-07615	08-07614	08-06893	08-06883	08-05131	08-05129	08-05128	08-04358	08-00817	07-34952	07-27334	07-13535	07-13533	07-13530	07-13008	07-05698	06-02632	06-02630	06-02628	06-02621	06-02618
APPLE MACBOOK 2.16GHZ W/DVD+-RW/CD-RW	2.4GHZ ACTIVOTES-INCLUDES 32	2.4GHZ ACTIVOTES INCLUDES 32	DYNACORD PORTABLE SOUNDSYSTEM	APPLE MACBOOK PRO 2.4GHZ WITH 17" DISPL	PRINTER LEXMARK T640N B/W LASER	APPLE IMAC INTEL W/17" FLAT PANEL/COMBO	BURNISHER, FLOOR EAGLE SOLUTIONS PROPANE	REPEATER, MOTOROLA	GENIE AWP 30 W/FIBER GLASS BUCKET	BURNISHER, WINDSOR LIGHTNING 2000 HI-SPE	FAST-TRAK,WAX APPLICATOR	APPLE DESKTOP IMAC INTEL W/17" FLAT PANE	APPLE DESKTOP IMAC INTEL W/17" FLAT PANE CONTROL	SCRUBBER, FLOOR SABER CUTTER BATT OPERAT	APPLE, MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	APPLE, DESKTOP, EMAC G4 W/17"	APPLE, DESKTOP, EMAC G4 W/17	APPLE, DESKTOP, EMAC G4 W/17'	APPLE, DESKTOP EMAC G4 W/17" FLAT MONITO	APPLE, DESKTOP, EMAC G4 W/17													
		_	Т	Т	-	7	-1	-1	Т	Т	7	T	7	-1	-	-	7	-	⊣	Ŧ	-	-1	7	-1	Т	-	-1	1	7	-1	Т	7	Т
044	011	011	011	044	044	044	044	044	044	044	044	044	044	044	044	044	044	044	044	014	046	018	014	014	044	044	014	044	044	044	044	044	044
001750	028088	028088	019867	008465	001124	001124	001124	001124	001124	001124	001124	001124	001124	001124	000881	000881	274342	274342	274342	272178	260102	256549	253389	246286	245662	245662	244070	206948	095293	095293	095293	095293	095293
01/16/2008	01/16/2008	01/16/2008	06/05/2008	03/26/2008	01/02/2008	01/02/2008	01/02/2008	01/02/2008	01/02/2008	01/02/2008	01/02/2008	01/02/2008	01/02/2008	01/02/2008	12/18/2007	12/18/2007	10/29/2007	10/29/2007	10/29/2007	10/11/2007	08/20/2007	07/30/2007	06/28/2007	05/31/2007	06/01/2007	06/01/2007	05/21/2007	12/07/2006	08/16/2005	08/16/2005	08/16/2005	08/16/2005	08/16/2005
1,595.00	1,595.00	1,595.00	8,070.15	3,299.00	1,198.00	1,198.00	1,198.00	1,198.00	1,198.00	1.198.00	1.198.00	1.198.00	1.198.00	1.198.00	1,154.00	1.154.00	1.154.00	1,154.00	1,154.00	2,762.50	2,601.10	7.540.00	1,212.50	2,283.00	1.085.00	1.085.00	5.784.00	1,499.00	1,295.00	1,295.00	1,295.00	1,295.00	1,295.00

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	14-03899	14-03898	14-03191	14-03190	14-03189	14-02372	13-05107	13-04225	13-04224	13-04223	13-04222	13-04221	13-02288	13-01918	13-01284	13-01283	12-04255	12-04254	12-03502	12-02009	12-02008	12-00797	11-03109	10-04076	10-04037	09-81720	09-02795	09-02794	09-00932	08-11499	08-11498	08-11497	08-11496	08-11495	08-10965
	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLAY	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLAY	APPLE MACBOOK PRO 15"- 23GHZ DISPLAY	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY	APPLE IMAC INTEL W/215" LED-BACKLIT GLS	CART, SAFEHARBOR 30 CAPACITY NOTEBOOK	APPLE AIRBOOK 1.7GHZ 11.6" DSPLY-128 GB	PROMETHEAN ACTIVBOARD SYSTEM 178	STRIPPER, FLOOR & PROPANE ECLIPSE	ST230i SMART Table Interactive Lng Tble	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE IMAC INTEL W/21.5" LED WIDESCRN	APPLE MACBOOK 2.26GHZ W/ DVD+R 13.3" DIS	APPLE MACBOOK 2.26GHZ W/ DVD+R 13.3" DIS	BRETFORD MOBILITY CART	Cisco WAVE 574 Proxy Server	WHITEBOARD, INTERACTIVE SMART BOARD SB68	APPLE MACBOOK PRO 2.4 GHZ 15" DISPLAY	DEFRIBRILATOR, AED MACHINE	CART, MEDIA SPECIALIST	APPLE NOTEBOOK 2.6 GHZ W/DVD+RW/CD/RW	DELL WS3400 W/20" FLAT PANEL	CHORAL FOLIO 100 OYSTER W/PEBBLE DOORS	CABINET, PERCUSSION PEBBLE WENGER	FLIPFORMS, 1801002 (SET OF 4)	PIANO, UPRIGHT KAWAI	PIANO, UPRIGHT KAWAI	DELL LAPTOP D630, W/DVD-RW/14.1" DISPLAY			
-	-		-1	-1		-	-1	-1	-1	-	-1	-1	-1	¬	-	Т	4	Т	7	-	-1	-	-	-	7	Т	- 1	-	ч	-	-	-	-1	Т	-1
0.4.4	044	044	044	044	044	044	044	044	011	011	011	011	014	011	044	044	044	044	044	044	044	044	044	011	044	083	044	044	044	040	001	011	040	040	044
933000	8880EV	439886	427515	427514	427513	419720	383397	372120	368617	368617	368617	368617	339490	338220	321639	321636	297181	297180	288269	263154	263153	245530	206107	141414	140216	078907	030798	031533	025254	009204	009204	009204	015481	015481	001121
02/00/2014	02/06/2014	02/06/2014	12/06/2013	12/06/2013	12/06/2013	11/07/2013	06/04/2013	04/24/2013	04/09/2013	04/09/2013	04/09/2013	04/09/2013	12/06/2012	11/30/2012	09/25/2012	09/25/2012	05/23/2012	05/23/2012	04/16/2012	12/05/2011	12/05/2011	09/21/2011	03/17/2011	03/22/2010	03/16/2010	04/14/2009	08/13/2008	08/13/2008	07/21/2008	04/07/2008	04/07/2008	04/07/2008	05/15/2008	05/15/2008	01/02/2008
1,339,00	1 350 00	1,359.00	1,999.00	1,359.00	1,359.00	1,269.00	1,450.00	1,469.00	1,887.00	1,887.00	1,887.00	1,887.00	6,496.45	4,800.00	1,307.85	1,307.85	1,511.75	1,511.75	1,195.28	1,320.55	1,320.55	1,459.58	6,146.85	1,012.00	2,081.00	1,095.00	3,131.02	1,706.00	1,506.00	2,673.41	1,467.89	2,472.24	4,796.82	4,796.82	1,458.00

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SI	15	S1	SI	51	S1	SI	R1	R.	R1	R(RC	A	A	Α	A	A	AI	99	9,	9,	∞	00	1	1	_	1	L	1	1	,_	1	<u>→</u>	1	
\$16006658	\$16006657	\$16006656	\$16006655	\$16006654	S16006653	\$16006652	R13-81304	R13-81303	R13-81302	R07-84176	R07-84175	A11-81553	A10-82015	A10-82014	A10-82013	A06-84995	A06-84737	99-05183	94-40577	94-28063	87-30979	85-12851	16-04049	16-03822	16-03466	16-03147	16-02149	16-01006	15-03963	15-02531	14-06589	14-05975	14-03907	14-03900
LENOVO THINKPAD YOGA 12	LENOVO THINKPAD YOGA 12	LENOVO THINKPAD YOGA 12	LENOVO THINKPAD YOGA 12	LENOVO THINKPAD YOGA 12	LENOVO THINKPAD YOGA 12	LENOVO THINKPAD YOGA 12	MIMIOVOTE STUDENT RESPONSE	MIMIOVOTE STUDENT RESPONSE	MIMIOVOTE STUDENT RESPONSE	DELL, DESKTOP OPTIPLEX	DIMENSION 1100/B110 COMPUTER	IBM KIDSMART COMPUTER SYSTEM	PROMETHEAN BOARD	PROMETHEAN BOARD	PROMETHEAN BOARD	NO TOUCH RESTROOM CLEANING	DELL STAR COMPUTER SYSTEM	SCRUBBER CARPET, EXTRACTOR, WINDSOR COMM	MACHINE POSTER MAKER VARITRONICS	TELEVISION, ZENITH, REAR PROJECTION 45-46 O ARRANGE AND ARRANGE AN	KILN, CERAMIC OLYMPIC 2327 (1321) States Control 250005	SET, LETTERING MACHINE ELLISON (1321)	EPSON PROJECTOR	EPSON PROJECTOR	SERVER, POWEREDGE R220	NOVA CHAT 8	NOVA CHAT 8	PRINTER LEXMARK C792DE COLOR LASER	LAPTOP CART - EARTH WALK CART 30 USER	PRINTER, LEXMARK MX710DE B/W LASER/FAX/C	LAPTOP CART - BLACK BOX CART 30 UNIT	LAPTOP CART - BLACK BOX CART 30 UNIT	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLAY	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLAY
7	-	7	-	Т	-1	Т	Т	-1	Т	Т	-1	-1	T	-1	-	-1	-1	G	G	G	G	വ	-1	-	-	-	-	-	Т	⊣	Т	-	-	Т
044	044	044	044	044	044	044	011	011	011	044	044	044	011	011	011	014	044	014	046	060	010	010	056	056	044	011	011	044	044	044	044	044	044	044
569120	569029	569029	569029	569029	569029	569029	NF-3	NF-3	NF-3	NF-3	NF-3	PC-3	136954	136954	136954	NF-3	NF-3	640472	NONE	199589	62319	00607	621793	616914	605918	605371	593328	564934	528514	505123	476756	470843	439920	439889
10/06/2015	10/06/2015	10/06/2015	10/06/2015	10/06/2015	10/06/2015	10/06/2015	03/12/2013	03/12/2013	03/12/2013	07/19/2006	07/16/2006	09/01/2010	03/02/2010	03/02/2010	03/02/2010	12/31/2005	05/11/2006	05/17/1999	01/01/1994	04/15/1994	09/09/1986	03/19/1985	06/15/2016	05/25/2016	03/31/2016	03/30/2016	01/26/2016	09/21/2015	03/11/2015	10/30/2014	06/30/2014	06/04/2014	02/06/2014	02/06/2014
1,074.00	1,074.00	1,074.00	1,074.00	1,074.00	1.074.00	1,074.00	1,299.00	1,299.00	1,299.00	1,024.00	1,024.00	2,599.99	1,039.00	1,039.00	1,039.00	2,100.00	2,863.30	3,678.66	3,795.00	1,775.00	1,049.13	1,533.06	1,210.00	1,390.00	1,628.93	4,340.10	3,595.50	1,297.00	1,339.00	3,096.00	1,339.00	1,339.00	1,359.00	1,359.00

Reply all |

Delete Junk |

Sheridan Park EL SMART Surplus Question

Kent M. Jerding

Reply all

Today, 8:59 AM

Anthony E. Simon; Jacqueline R. Carro; Harriet L. Clark

Inbox

document2017-01-12-0...

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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



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

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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 WV

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.
 - o 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 <u>list</u> 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.
 - o 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:44Total Dollar Cost of Items Unaccounted for:\$63,569Total Net Value of Items Unaccounted for:\$644Percentage 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 followed. total of 18 documented purchase 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 <u>Procurement Training</u> offered by Enterprise Resource Planning (ERP) and the <u>Chart of Accounts Training</u> 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 <u>Inventory Process & Tips</u> training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> with the 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 (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
-00 <u>-00</u> -00-1		77		40000	0	COOCOCC C: 7	2464.20
451/00/60/		110	salidhc	102039	Edward Doll & Collipany	Ice Machine- 6000803	05.101.5
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 Comminciations	Gvm 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
2512012137		177	0 1 2 2 2	11000	المردة بمراح مراجات المرد المرد	+ dz:	7 263 4E
/51/0134/3	Framework PO	110	salidne	113033	Barbizori Lignung Company	meane nouse rights	2,702.45
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 Lechnology -Related Purchased Services	122452	Universal Cabeling System	Gym Speaker Installation	10,5/6.29
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

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 <u>Inventory Process & Tips</u> training offered by the Information &
 Technology Department. In addition, the cadre director will work with the principal to review
 Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> 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
 <u>Procurement Training</u> offered by Enterprise Resources Planning, and the <u>Chart of Accounts</u>
 <u>Training</u> 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 Cornelia Hoff John Murray Kaila Rivera Cristina Selvidge Assistant Principal Assistant Principal Assistant Principal Assistant Principal Assistant Principal

3610 SW 89th Avenue Miramar, FL 33025 Tel. 754-323-1350

www.miramarhs.com

April 25, 2018

The School Board of Broward County, Florida

Nora Rupert, Chair Heather P. Brinkworth, Vice Chair

> Robin Bartleman Abby M. Freedman Patricia Good Donna P. Korn Laurie Rich Levinson Ann Murray Dr. Rosalind Osgood

Robert W. Runcie Superintendent of Schools

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.
 - 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:
 - 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.



The School Board of Broward County, Florida

- 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 NW

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

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.



AUDIT REPORT ON PROPERTY & INVENTORY FISCAL YEAR 2017/18 - MIRAMAR HIGH SCHOOL (1751) FINDING THREE (3)
May 7, 2018
Page 2

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:

Total Dollar Cost of Items in Inventory:

Total Number of Items Unaccounted for:

Total Dollar Cost of Items Unaccounted for:

Total Net Value of Items Unaccounted for:

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

- The locations must take appropriate measures to ensure the safekeeping of all tangible personal property.
- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.

(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.

B-Stock Transfer

Date Created: 11/3/2014

Date Closed:

9

Transfer # 23145

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

Check if unable to complete [Reason:

Number of 3290A Attachments: 4
Number of Other Attachments:

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

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

Contact: B-Stock

Line # BPI #	Serial #	Qty	Item Description	Status
1		2	Surplus Computer/Technology Box	Inc
2		29	Miscellaneous Technology Items-See Attached 3290A Forms	Inc

4-11-6-14 Depart 212 Boxes 1241 when heady one PULLING

1-1-4

1. Ramies 14

2 777
Date:
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

Submit Surplus/Transfer Form to B-stock

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

The Sc. Property The Sc. The Sc. The Sc. Surplus (only issuing location required.) Transfer (both issuing and Receiving location Required.)
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× Issuing Locations: 3222
Location Name: Cross Cross School
Contact Name: Flavia Ramiter
Phone #, 754-321-6477 Transfer Assistance Required

Receiving Location: 9613B Location Name: B-Stock Contact Name: Ken Jerding Phone #: 754-321-2850

04-00196 V GR3257RDPQL APPI E DESKTOP, EMAC G4 04-00193 V GR3255DAPQL CONPUTER DESKTOP, EMAC G4 04-00190 V GR3255C4PQL APPI E DESKTOP, EMAC G4 04-00180 V GR3255C4PQL APPI E DESKTOP, EMAC G4 05-30947 V V UV4353OPRAP APPI E DESKTOP, EMAC G4 03-00567 V V GR224E1TN54 COMPUTER, EMAC G4 01-10182 V X A03902QJVB COMPUTER, MAC IMAC 01-10835 V M FN1120XZKLB COMPUTER, MAC IMAC 04-01214 V M YM316UNINM2 APPLE DESKTOP, EMAC G4	N If a	BPI Number If applicable		Serial Number	Model Number	Equipment Description
✓ G83255DAPQI. ✓ G83255C4PQI. ✓ G83256C4PQI. ✓ MA0391HCDVA ✓ UV4355QPFBAP ✓ G8224E0SN54 ✓ S7 ✓ G8224E1TN54 ✓ S7 ✓ RA03902CJJV8 ✓ FN1120XZKLB	04-00196		7	G83257RDFQL		APPLE DISCUSION DATASET.
V G83256 4PQ1. ✓ G83260KVPQ1. ✓ XA0391HCVA ✓ G8224E0SN54 ✓ G8224E1TN54 ✓ AA03902CJV8 ✓ RN1120XZKLB	04-00195	17	7	G83255DAPQI.		CONTRIBUTION OF THE PROPERTY O
	04-00160	* 1	7	G83255C4PQL		APPIEDENTOPENACCE
✓ V. UV43530RHAP ✓ UV43530RHAP ✓ G8224E0SN54 ✓ S37 ✓ G8224E1IN54 ✓ XA039020JV8 ✓ FN1120XZKLB ✓ YM316UNINM2	04-00184	13	7	G83260KVPQL		APPLE DESKYTOP ENACES
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Y YAS YM316UN1NM2	01-19835	V.	>	FIN1120XZKLB		COMPLITER MAC IMAC
	04-01214	24.	7	YM316UN1NM2		APPLE DESKTOP, EMAC G4

Equipment Transfer/Surplus Approved By: COll US Skill

Date: (9) 19 / 14

Released By: Havia Ramitez Micro-Lech

Date __/__/ Date

Transfer Delivered By:

Transfer Received By:

Form #3290A Rev. 01/05

B-Stock Transfer

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

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

Check if unable to complete . Reason:

Number of 3290A Attachments: 4 Number of Other Attachments:

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

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

Contact: B-Stock

Line # BPI #	Serial #	Qty Item Description	Status
1		2 Surplus Computer/Technology Box	Inc
2		29 Miscellaneous Technology Items-See Attached 3290A Forms	Inc

4-11-6-14 Deap off 2 PC BOXES 1941 When heady one PILLE

Requested By: Flavia Ramirez	
Released By:	Date: And The
Received By: No MAA Ruda TR 37-89	Date! A /L
Delivered By: Tagay Corporal	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

d County, Florida	y Form	ansfer	
The School Board or Broward Co.	Capital Assets Activity Form	Surplus Declaration T	
`	5	7	Surplus (only issuing location required.)

Transfer Assistance Required X YES NO	
Issuing Location#: 3222 Location Name: CROSS CREEK SCHOOL Contact Name: FLAVIA RAMIREZ	Receiving Location: 9613B Location Name; B-STOCK
Phone #: 754-321-6477	Contact Name: KEN JEKDING Phone #: 754-321-2850

f	Number If applicable	<u>.e</u>		Serial Number	Model Number	Equipment Description
04-00181	>	15	7.	G832601LPQL		APPLE DESKTOP EMAC 64
04-00182	>	4.2	7	CG83260KPPQL		APPLE DESKTOP, EMAC G4
04-00183	>	57	7	G83260LCPQL		APPLE DESKTOP, EMAC G4
04-00189	>	1.1	7	G832601PPQL		APPLE DESKTOP, EMAC G4
04-00200	>	45	7	G83257SRPQL		APPLE DESKTOP EMAC GA
03-00574		16	7	G8224DXWN54		COMPUTER DESKTOP, EMAC G4
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Date ___/.

Form #3290A Rev. 01/05

Transfer Delivered By: Transfer Received By:

Submit Surplus/Transfer Form to B-stock

11

B-Stock Transfer

Transfer # 23145

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

Check if unable to complete [Reason:

Date Created: 11/3/2014

Date Closed:

Number of 3290A Attachments: 4
Number of Other Attachments:

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

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

Contact: B-Stock

Line # BPI #	Serial #	Qty Item Description	Status
1		2 Surplus Computer/Technology Box	Inc
2		29 Miscellaneous Technology Items-See Attached 3290A Forms	Inc

4-11-6-14 Deap off 2 PC BOXES CAL When heady toe PULLING

12/9/17

1. Ramies/14

Requested By: Flavia Ramirez	<i>W</i> 5
Released By:	LINIA Date: Hot 11
Received By: MAN THE 37	Date: 16
Delivered By: Tarry Corporat	11-25-10
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

TRANSFER (bo	oth issuing and re	TRANSFER (both issuing and receiving Principal / Director authorization signatures required)	ignatures requir	Submit Surplus / Transfer Form to B-stock	er Form to
Removal Assistance Required	Required	X YES NO			
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100				COMPUTER DESKTOP, EMAC G4	×
01-09-7/3		2505778		Printer. Lexmark Optra M410	X
		921-15200334		Television. Zenith Model F1194W	X
Equipment Transfer / Surplus Approved by:	9	JULIE TURA LAC	Date: 2/	Date: 2, 2, 16 Released by: Havia Ramirez Micro-Tech	Date: / /
Receipt of Transfer Acknowledged by:				DOME STREET	
	Prin	Principal / Director (per Policy 3204)	Date:		
Item(s) Delivered by:			Date: /		
		Please Print Name, Title			



B-Stock Transfer

Date Created: 11/3/2014

Date Closed:

Number of Other Attachments:

Number of 3290A Attachments: 4

Transfer # 23145

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

Check if unable to complete ☐ Reason:

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

Line # BPI #	Serial #	Qty	Item Description	Status
1 .1		2	Surplus Computer/Technology Box	Inc
2	•	. 29	Miscellaneous Technology Items-See Attached 3290A Forms	Inc

*11-6-14 Deap aft 2 PC Boxes CAll when Ready-for Plu. *

Completed By Surplus, Warehouse

Requested By: Flavia Ramirez

Released/By:

Received By: 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

Date:

Date

7# 23145

BOARD APPROVED 3-l(l-l)

-stock

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	BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	FOUIDA FORMO	Broken
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	03-00568	G8224E1XN54		COMPUTER, MAC EMAC G4		X
1	03-00571	G8222667N54		COMPUTER,MAC EMAC G4		Х
	04-00176	G83260L4PQL		APPLE DESKTOP, EMAC G4		X
	05-30950	V4353SJRAP		APPLE, IBOOK G4 COMBO DRIVE/12" DISPLAY	X	
180.081	05-86024 /	UV437PCFRAM		IBOOK 14.1 LAPTOP		X
	05-86023 '	UV437PC6RAM		IBOOK 14.1 LAPTOP		X
	04-00212 *	UV322212PBN		APPLE, IBOOK G3	•	X
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1330-W Equipment Transfer / 1236-Patrilus Approved by:		Poller Stell	Date: 6 / 9	- / 14 Released by: Flavia Ramirez - Micro Tech	Date: 6	6/
)	Principal / Director (per Policy 3204)		Please Print Name, Title COMPLETED		
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•	Pr	Principal / Director (per Policy 3204)		Date (15/16)		,
Item(s) Delivered by:	ered by:		Date: /	-/- Initials		
		Please Print Name, Title				

*SURPLUS (Principal / Director authorization signature required)

ock

TR/	NNSFER (both issuing	TRANSFER (both issuing and receiving Principal / Director authorization signatures required)	on signatures requirec	d) Submit Surplus / Transfer Form to B-stock	o B-stock
Remova	Removal Assistance Required	YES NO			
•	Issuing Location #: Location Name: Contact Name: Phone #:	3222 Same: Cross Creek School Flavia Ramirez 754-321-6477		Receiving Location #: 9613B Location Name: B-Stock Contact Name: Ken Jerding Phone #: 754-321-2850	
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1680.80	01-10186	XA03926GJVA		COMPUTER, MAC IMAC	
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1,60.30	04-00194	G83259Q1PQL		APPLE DESKTOP, EMAC G4	•
1/00.30	04-00202	G8326010PQL		APPLE DESKTOP, EMAC G4	
139.98	04-01217	YM3179Z6NM2		APPLE, DESKTOP EMAC'G4	•
1390.00	04-01215	YM316UQ3NM2		APPLE, DESKTOP EMAC G4	
Equipme Surplus	Equipment Transfer / Surplus Approved by:	selley Sellen.	Date: 6 / 9	14 Released by: Flavia Ramirez Micro Tech Date: 6 / 9	/14
		Principal / Director (per Policy 3204)		Please Print Name, Title	
Receipt c	Receipt of Transfer				•. •.
Acknow	Acknowledged by:	Principal / Director (per Policy 3204)	Date: /		
	,				• .
Item(s) L	Item(s) Delivered by:		Date:/		E
ī		Please Print Name, Title			chi
Form 3290A Rev. 07/08		Pick-Up Verification document from a SBBC a	oproved removal agent s	* Pick-Up Verification document from a SBBC approved removal agent should be retained for Audit Purposes as well (SURPLUS).	bit

*SURPLUS (Principal / Director authorization signature required)

ock

Steep uited Composition #: 2322 Control Name: Concident Name: Control			·		Brok		X	X	X					X	X	6/9					٠	
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YES NO Name: 3222 Name: Gross Creek School		Receiving Location #: Location Name:	Contact Name: Phone #:		Equipment Description	OMPUTER, LAPTOP MAC Ĝ3	PPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8	PPLE, IBOOK G3	PPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8	PPLE JBOOK G4 COMBO DRIVE/12"DISPLAY		PPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY	PPLE IBOOK 12.1	PPLE, IBOOK G3	PPLE, IBOOK G3	Released by:	Please Print Name, Title					
ired in the control of the control o					Number	0	Α	W	A	Ą	A	A	A	V V	[A]	_		•	ate://		ate: //	
	Removal Assistance Required YES X NO	Issuing Location #: 3222 Location Name: Cross Creek School	Contact Name: Flavia Ramirez Phone #: 754-321-6477		Record eeded	UV2210J8LQ3	UV44900FSD0	UV3221Z9PBN	UV44900BSD0	UV4353Q1RAP	STEEL	UV4353S7RAP	UV32556UNDF	UV322211PBN	UV3221MDPBN	J 500 00 12	3204)		De	Principal / Director (per Policy 3204)		

SHIEBEL

The School Board of Broward County, Florida

			Capital Asset Surplus Decla	Capital Assets Activity Form Surplus Declaration Transfer	
ك	V Surplus (only issuing location required.)	('pa			
للت	Transfer (both issuing and Receiving location Required.)	location Required.)			
	Transfer 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	Serial	Model		
	Number If applicable	Number	Number	Description	
ص	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	
	08-10180	XA0391HCJVA		COMPUTER, MAC IMAC	
ع					
		:			ľ
	Equipment Transfer/Surplus Approved By	l :•	COLLILA MILLA	Released By: Flavia Ramirez Micro-Tech Date: 09 19	[/_
	Transfer Received By:		Date	//	
	Transfer Delivered By:		Date	_/_/_	

HISCIL

Submit Surplus/Transfer Form to B-stock

Form #3290A⊡ Rev. 01/05

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.

Stock Transfer

Date Created: 12/16/2014

Date Closed: Number of 3290A Attachments: 3

Number of Other Attachments:

Transfer # 23320

Cafeteria #

'uing Location 3222

cross Creek School 1010 NW 31st Ave

Pompano Beach, FL 33069

LEICH P

Phone/Fax: (754)321-6450 / (754)321-6490

Contact: Ana Garcia/Flavia Ramirez

Check if unable to complete Reason:

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

Kiln still in classroom, disconnected, will need pallet to remove.

Class " State of persons and the contract of t

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 -/5
Received By:	Date: 3 3 7 7
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

Bo

	ired.)	g location Required.)	X X
	V Surplus (only issuing location required.)	Transfer (both issuing and Receiving location Required.)	Transfer Assistance Required
3	M Surplus (c	Transfer (t	Transfer A
	¢	4	

Transfer 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 Kerding	Phone #: 754-321-2850

Number If applicable	Serial Number	Model Number	Equipment Description	
05LA03857 V	4H5326Q7SEB	iBook G4	APPI E. BEEREGH I A DYFOD	
05LA03847 ✓	4H531J7JSEB	in the di	TO LANGUE TO LAN	7786
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	4H331HV4SEB	iBook G4	APPLE-REFRESH LAPTOP	
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05LA22948	4H5356KSSEB	iBook Gd	Abbi e nempetri i woon	
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VOLANDOJ9	4H5327RWSEB	iBook G4	APPLE-REFRESH LAPTOP	
04-00208	UV32221VPBN	iBook G4	Abbi ii ibook 63	+
05-86022	TIVA22BCCANA	10000	ALLE, IBOOK US	
21 1531 30	OVISITOCINAM	IBook G4	APPLE, IBOOK G3	
03-40312	UV44900LSD0	iBook G4	APPLE, IBOOK 64 COMBO	+
04-00211	UV3221MKPBN		ADDI E IDOM CI	
05LA03861	41152200000000		THE TEST INCOME OF	1
	4H3328B9SEB	iBook G4	APPI E-REFERENT APTOD	

Equipment Transfer/Surplus Approved By: Mill Dopartment Head or Designee

ansfer Received By:	ansfer Delivered By:

Date ___/.

Date

Form #3290A Rev. 01/05

œ

Stock Transfer

Date Created: 12/16/2014

Date Closed:

Transfer # 23320

Cafeteria #

'uing Location 3222

cross Creek School 1010 NW 31st Ave

Pompano Beach, FL 33069

111241

Phone/Fax: (754)321-6450 / (754)321-6490

Contact: Ana Garcia/Flavia Ramirez

Check if unable to complete
Reason:

Kiln still in classroom, disconnected, will need pallet to remove.

Number of 3290A Attachments: 3

Number of Other Attachments:

Receiving Location 9613B

B-Stock Warehouse 6501 NW 15th Ave

Fort Lauderdale, FL 33309

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

Contact: B-Stock

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

tion "restantellés e se le l'at-

Requested By: Ana Garcia	
Released By:	Date: 3 - 5 - 15
Received By:	Date: 3
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

Date: APPLE, IBOOK G4 COMBO DRIVE/12" DISPLAY Description Equipment The School Board of Broward County, Florida Released By: Flavia Ramircz Contact Name: Ken Kerding Phone #: 754-321-2850 Receiving Location: 9613B APPLE-REFRESH LAPTOP APPLE-REFRESH LAPTOP APPLE-REFRESH LAPTOP Location Name: B-Stock Capital Assets Activity Form SCAUNER Surplus Declaration Transfer 10570 Number Model Principal, Dopartment Head or Designee Book G4 Book G4 Book G4 iBook G4 Equipment Transfer/Surplus Approved By: (TUUL) NO Serial Number Transfer (both issuing and Receiving location Required.) 818845 4H531DQVSEB 4H5329NYSEB UV4353LQRAP 4H531G4HSEB x YES ✓ Surplus (only issuing location required.) Location Name: Cross Creek School Contact Name: Flavia Ramirez Phone #: 734-321-6477 Transfer Assistance Required Number If applicable Issuing Location#: 3222 BPI Transfer Received By: 05LA22943 05LA03836 05-30951 05LA22921

Submit Surplus/Transfer Form to B-stock

Date __/__/_

Transfer Delivered By:

Form #3290A Rev. 01/05

Date

:

7

-Stock Transfer

Date Created: 12/16/2014

Date Closed: Exhibit J-2 Number of 3290A Attachments: 3

Number of Other Attachments:

Transfer # 23320

Cafeteria #

RECEIVED

Issuing Location 3222

Cross Creek School

1010 NW 31st Ave

2015 FEB | | AM 10: 25

CENTRAL WAREHOUSE

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

* KILM IS DISCONNECTED AND READY FOR PICKUP.

Requested By: Ana Garcia

Released By:

Date: 3 Date:

Received By: 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

Transfer Form to B-stock

		Receiving Location #: B_Stock Location Name: Contact Name: Phone #:	Equipment Description	Mitsubishi TV	Laminator, GBC Pinnacle 27	IMB Wheelwriter	Panasonic Editing Controller	Videonics Title Maker	Volent Solesophy
signatures required)			Model Number	CS2610R		SeriesII	AGA96		0000
ving Principal / Director authorization	X YES NO	3222 Cross Creek School Ana Garcia 754-321-6481	Serial Number	181107	WC00041H	11CKNW7	C488291KD	700170231	318649
TRANSFER (both issuing and received	Removal Assistance Required	Issuing Location #: Location Name: Contact Name: Phone #:	BPI Number Refer to Asset Record download as needed		11-81087				
	TRANSFER (both issuing and receiving Principal / Director authorization signatures required)	h issuing and receiving Principal / Director authorization signatures required) Required X YES NO	h issuing and receiving Principal / Director authorization signatures required) Receiving Location #: 3222 Solution Location Name: Constact Name: Ana Garcia Ahan Garcia Phone #: Phone #:	h issuing and receiving Principal / Director authorization signatures required) Receiving Location #: 3222 South Location Name: Cross Creek School Contact Name: Ana Garcia T54-321-6481 BPI BPI Asset Record Ad as needed A mumber Model Number	h issuing and receiving Principal / Director authorization signatures required) Receiving Location #: 3222 Solution Name: Cross Greek School Contact Name: Ana Garcia Phone #: 754-321-6481 BPI Asset Record Asset Record ad as needed Asset Record Acceleration Signatures required) Receiving Location #: Contact Name: Contact Name: Phone #: Phon	h issuing and receiving Principal / Director authorization signatures required) Required Receiving Location #: 3222 Contact Name: Ana Garcia Ana Garcia Ana Garcia T54-321-6481 BPI BPI Asset Record and as needed Asset Record Alone #: Number Number Number Number Number Number Number Number Leaning	h issuing and receiving Principal / Director authorization signatures required) Receiving Location #: 3222 South Name: Cross Creek School Contact Name: Ana Garcia Ana Garcia Ana Garcia Anane: T54-321-6481 BPI Asset Record Asset Record Ananes Asset Record Ananes Anance Anan	h issuing and receiving Principal / Director authorization signatures required X YES NO Required X YES NO Acquired X YES NO Issuing Location #: 3222 Ana Garcia Coass Creek School Location Name: Coast Creek School Contact Name: Ana Garcia Ana Garcia Phone #: Phone Phone #: Phone	h issuing and receiving Principal / Director authorization signatures required) Receiving Location # Section No. Required Scales School Summer: Contact Name: Stating Location Name: Ana Garcia Asset Record Number Number Number Asset Record Asset Record Asset Record Asset Record Number Number Asset Record Number Number Asset Record Number Asset Record Asset Record Number Number Number Asset Record Number Number Asset Record Number Number Asset Record Number Number Number Asset Record Number Number Number Asset Record Number Number Number Number Asset Record Number Number Number Number Asset Record Number N

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Cha Garaa, Media Date: 12 H. 1 19		
Date: 14 / 264 Released by:	Date: / /	Date: / /
Equipment Transfer / Calller Surplus Approved by: Principal / Director (per Policy 3204)	Principal / Director (per Policy 3204)	Please Print Name. Title
Equipment Transfer / Surplus Approved by:	Receipt of Transfer Acknowledged by:	Item(s) Delivered by:

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

Form 3290A Ivev. 07/08

1 OF 1 PAGES

*SURPLUS (Principal / Director authorization signature required)

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

X YES

Removal Assistance Required

Submit Surplus / Transfer Form to B-stock

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

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

Check if unable to complete Reason:

DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

Date Created: 12/16/2016

Date Closed:

Number of 3290A Attachments: 2

Number of Other Attachments:

Receiving Location: 9613B **B-Stock Warehouse**

Fort Lauderdale, FL 33309 Phone/Fax: (754)321-2850 / (754)321-2886

Contact:

6501 NW 15th Ave

Line # BPI #	Serial #	Oty Item Description	Status
1		1 Gaylord Box of Surplus Technology Items-SEE 3290a FORMS	Inc

Door of the Park To Wick we --

Requested By:				
Released By:	French	PFELT	4 27 382	Date: () , 3
Received By:				Date:
Delivered By:	1.	. /.	15.1	-

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

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

Form 3290A Rev. 07/08

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

*SURPLUS (Principal / Director authorization signature required)

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

and the spanning and tee	received the received and receiving Principal / Director authorization signatures required)	signatures required)	Submit Surplus / Transfer Form to B-stock	fer Form t	B-stock
Removal Assistance Required	TYES NO				
Issuing Location # Location Name; Contact Name; Phone #;	#; 3222 Cross Creek School Flavia Ramirez 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	
13.00006	СІМНУМАВОТУЗ ЕПРР	Iddy	APPLE MACIBOOK PRO 1372 4GHZ 13.3 DISPLY	×	
15-3438 V	MAKY SEL	100	L Sestrof W/ HOW; TOL		
WC 19	195 gedinkai	/[0			
000			Inputer Jell		
Equipment Transfer / Coll.	Principal / Director (per Policy 3204)	Date 2 12 1/6	Date 2 12 1/ Retrased by: Fly VIR HAMILEY	Date:/	/
Receipt of Transfer Acknowledged by:		Date://	Micho-Tech		
Frincip Ifem(s) Delivered by:	Principal / Director (per Policy 3204)				
	Please Print Name, Title	Date://			

B-Stock Transfer

Date Created: 12/16/2016

Exhibit K-2

Date Closed:

Number of 3290A Attachments: 2

Number of Other Attachments:

Transfer # 27481

Cafeteria #

1080

Daleteria #

Issuing Location 3222
Cross Creek School
1010 NW 31st Ave

Pompano Beach, FL 33069

Phone/Fax: (754)321-6450 / (754)321-6490

Contact:

Check if unable to complete
Reason:

DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

Receiving Location: 9613B

B-Stock Warehouse 6501 NW 15th Ave

Fort Lauderdale, FL 33309

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

Contact:

Line # BPI # Serial # Qty Item Description Status
1 Gaylord Box of Surplus Technology Items-SEE 3290a FORMS Inc

Drop off Box Come bock To Vick up. Somedon Same day! 10,00

Requested By:

Released By: FLQUA

PEREZ

7. Ping

Date: 12 /20/1

Date:

Delivered By:

Received 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 I of 1

18hcc #

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

OF PAGE

2017 JAN 13 AM 10: 19 *SURPLUS (Principal / Director authorization signature required)

TRANSFER (both issuing and receiving Principal / Director authorization signatures required) SCHOOL BOARD OF Submit Surplus / Transfer Form to B-stock

BROWARD COUNTY, FLORIDA 9613B B-Stock Receiving Location #: Contact Name: Phone #: Location Name: Cross Creek School Flavia Ramirez 754-321-6477 3222 Issuing Location #: Location Name: Contact Name: Removal Assistance Required Phone #:

BPI Number Refer to Asset Record download as needed	Serial Number	Model	Equipment Description	Opsolete
08-11892	W8814HAV0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	
Z 06811-80	W8814F6A0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	
08LA03335	WQ81288J0P1		Apple MaeBook 2.4 GHz; 2 GB RAM	
05LA22942	4H5329K8SEB		Apple-Refresh Laptop	
05LA22925	4H5324QPSEB		Apple-Refresh Laptop	
V 10611-80	W88150FA0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	
Z 68811-80	W8814HCN0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	
09:00360	W87245EGYA2		APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	
A 88090-60	W88370891PX		LAPTOP, APPLE MACBOOK	
05-86025	UV437PJFRAM		IBOOK 14.1 LAPTOP	

Elavia Perez.	Please Print Name, Title
Date: A S PU Released by:	7
POPPING SURVIN	Principal / Director (per Policy 3204)
Equipment Transfer / Surplus Approved by:	

Principal / Director (per Policy 3204) Acknowledged by:

Item(s) Delivered by:
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).

Date: ___/

*SURPLUS (Principal / Director authorization signature required)

to B-stock

Removal Assistance Required	ired	X YES NO				
Issuing L Location Contact P Phone #:	Issuing Location #: Location Name: Contact Name: Phone #:	3222 Cross Creek School Flavia Perez 754-321-6477	1111	Receiving Location #: 9613B Location Name: B-Stock Contact Name: Ted Phone #: 321-2850		
BPI Number Refer to Asset Record download as needed	er t Record s needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
08LA03338	δw ,	WQ81285W0P1		Apple MacBook 2.4 GHz; 2 GB RAM	×	
7 +11894 7	W88	W88152US0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	×	
08LA03324	ÒM	WQ81255S0P1		Apple MacBook 2.4 GHz; 2 GB RAM	×	i i
08-11893	W88	W88150EP0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	×	
08LA03330	ÒΜ	WQ8129F10P1		Apple MacBook 2.4 GHz; 2 GB RAM	×	
04-00173	C83	G832558LPQL		APPLE DESKTOP, EMAC G4	×	
00-40	7 861	-832554 P19L		APPLE DESTOP ENTE 64	×	
611-10	4 50	A. 3470 1950		FANGE CALS 12:0Tel	×	
91.3/2	25	9145783		Sightob PANO KAWA!	×	
15-05	086	_		1 Mycbork	X	./
Equipment Transfer / Surplus Approved by:	COULLO	Head Seff all N. Principal / Director (per Policy 3204)	Dale //	Date 2_11 26 Released by: Havia Perez-	Date:	
Receipt of Transfer Acknowledged by:			Date: /			
	Principa	Principal / Director (per Policy 3204)				
Item(s) Delivered by:			Date:/	/_		
	Δ.	Please Print Name, Title				
3290A						
Form 3290A Rev. 07/08	* Pick-Un Ver	* Pick-Up Verification document from a SBBC approved removal agent should be retained for Audit Purposes as well (SURPLUS).	removal agent	should be retained for Audit Pu	riposes as well (SURPLUS).	imposes 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 TolentinoSubject: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

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

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

 $\textbf{To:} \ Ali \ Arcese < \underline{ali.arcese@browardschools.com} > ; \ Jonathan \ Tolentino < \underline{jonathan.tolentino@browardschools.com} > ; \ Jonathan \ Tolentino < \underline{jonathan.tolentino.gom} > ; \ Jonathan \$

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



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: 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.

Chief School Performance & Adcountability 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 <u>semi-annual</u> 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 <u>Business Practice Bulletin O-100 Procedures for Property and Inventory Control</u> 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.



January 11, 2018 Ann Conway Page Two

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/

The School Board of Broward County, Florida

Nora Rupert, Chair Heather P. Brinkworth, Vice Chair

> Robin Bartleman Abby M. Freedman Patricia Good Donna P. Korn Laurie Rich Levinson Ann Murray Dr. Rosalind Osgood

Robert W. Runcie Superintendent of Schools

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.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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 upto-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 <u>Inventory Process & Tips</u> training offered by the Information & Technology Department. In addition, the Principal should review Business Practice Bulletin O-100 <u>Procedure for Property and Inventory Control</u> with

(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

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

Finding 1

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.

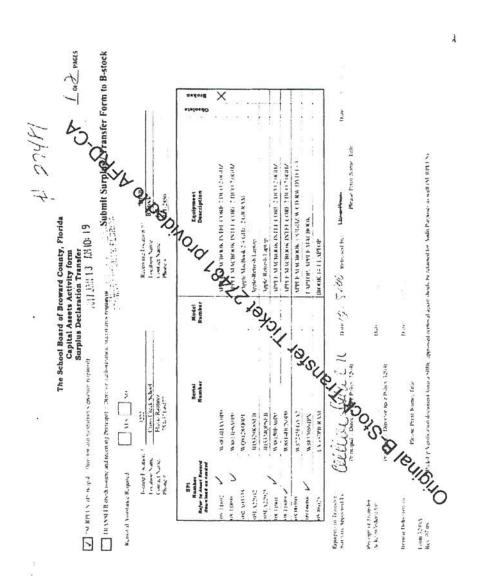
BPI	Warehouse DESCRIPTION	9	HISTORICAL	ALLOWABLE DEPRECIATION ⁽¹⁾	E MILL	VALUE	Management Response
06-84195	Computer, Dell Star System	s	2,863.30	\$ 2,863.30	3.30		Surplused
15LA03836	2 05LA03836 Apple-Refresh Laptop	s	1,395.62	\$ 1,39	395.62		Surplused
15LA03844	3 05LA03844 Apple-Refresh Laptop	ss	1,395.62	\$ 1,395.62	5.62		Surplused
35LA03846	05LA03846 Apple-Refresh Laptop	S	1,395.62	\$ 1,39	1,395.62 \$		Surplused
35LA03847	05LA03847 Apple-Refresh Laptop	s	1,395.62	\$ 1,39	395.62	,	Surplused
35LA03857	05LA03857 Apple-Refresh Laptop	s	1,395.62	\$ 1,39	395.62		Surplused
35LA22943	05LA22943 Apple-Refresh Laptop	so	1,395.62	\$ 1,39	395.62		Surplused
35LA22948	8 05LA22948 Apple-Refresh Laptop	69	1,395.62	\$ 1,39	395.62	,	Surplused
9 05-36202	DELL DESKTOP PENTIUM 4 W/17"	so	1,318.00	\$ 1,31	1,318.00 \$	-	Surplused
10 05-30947	APPLE, IBOOK G4 COMBO	69	1,239.00	\$ 1,23	1,239.00 \$		Surplused
11 05-30951	APPLE, IBOOK G4 COMBO	65	1,239.00	\$ 1,239.00	9.00		Surplused
12 04-01214	APPLE, DESKTOP EMAC G4	s	1,390.00	\$ 1,390.00	00.0		Surplused
3 04-00181	APPLE DESKTOP, EMAC G4	S	1,100.30	\$ 1,100.30	0.30		Surplused
14 04-00182	APPLE DESKTOP, EMAC G4	69	1,100.30 \$		1,100.30 \$		Surplused
5 04-00183	APPLE DESKTOP, EMAC G4	s	1,100.30 \$		1,100.30		Surplused
16 04-00189	APPLE DESKTOP, EMAC G4	S	1,100.30	8	1,100.30		Surplused
17 04-00200	APPLE DESKTOP, EMAC G4	s	1,100.30	8	1,100.30		Surplused
18 03-00557	COMPUTER, MAC EMAC G4	69	1,523.00	\$ 1,52	,523.00		Surplused
19 03-00564	COMPUTER, MAC EMAC G4	69	1,523.00	\$ 1,523	,523.00		Surplused
20 03-00573	APPLE DESKTOP, EMAC G4	s	1,523.00	\$ 1,523	523.00		Surplused
21 03-00574	COMPUTER, MAC EMAC G4	s	1,523.00	\$ 1,523	,523.00	,	Surplused
22 01-19835	COMPUTER, MAC IMAC	s	1,583.86	\$ 1,583.86	3.86		Surplused
	COMPUTER, MAC IMAC	S	1,195.86	\$ 1,195.86	5.86		Surplused
24 98-09180	PRINTER, LEXMARK OPTRA S 1250	s	1,555.50	\$ 1,555.50	5.50 \$,	Surplused

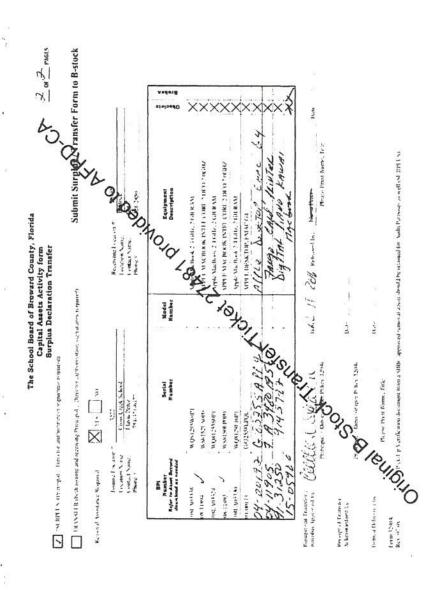
Total Historical Cost of Property unaccounted for as of May 23, 2017 \$ 33,747.36

Net Value of Property considered to be unaccounted for as of May 23, 2017

[11] Based upon class life used by the Accounting and Financial Reporting Departme [2] High-risk tiens unaccounted for

Transfer # 27481			. 0-00,	ents: 2
Cafeteria #	(2501	Number o	of Other Attachm	ents:
Issuing Location 9222		Receiving Location: 9613E	3	
Cross Creek School		B-Stock Warehouse		Ŷ
1010 NW 31st Ave		6501 NW 15th Ave		Į.
Pompano Beach, FL 33069		Fort Lauderdale, FL 3330		
Phone/Fax: (754)321-6450 / (754) Contact:	321-6490	Phone/Fax: (754)321-285 Contact:	0 / (754)321-286	
	Reason: TIME OF PICK-UP	and the second and the second second second	CP	`
Line # BPI # Serial #	Qty Item Description		18	Stat
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7/1/06 MINI/BE

First column numbers are in reference OFF to the documentation provided on the enclosed pages.

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

	BPI	Description	Class	Cost	Serial Number	GR Number		Acquired Date	Room_Number
8		Battery. APC 2200 Backup			JS1112035985		1/0		hem Located in Room 120E, Photos are providede with enclosed Documentation.
1	BPI	Description	Class	Cost	Serial Number	GR Num	Acquired	Date	Room_Number
	16-01980	ZEBRA SERIES 3 PRINTER	046	1.595.00	CL65017536	C 585987	12/11/15		Wrong serial number assigned on PNIB11.
8	15-05980	APPLE MACBOOK PRO 13"	044	1.329.00	CO2PVXSZFVII3	051350	06/25/15	PENDING	PENDING Surplused tem on 12/20/16 TF: 27481
•	13-02402	APPLE MACBOOK PRO 13" 2.5GHZ 13"	250	1.511.00	C02JHMSSDTY	343495	12/21/12		PP BRONGUIE WALDEN provided in enclosed Do.
2	11-81087	LAMINATOR, GBC PINNACI.E 27	046	1,455.44	WC00041H .	5 171013	01/91/60		Stolen Item on 1/26/2015, Police Report pro with enclosed Documentation
6	06-84195	Computer, Dell Star System	큥	2,863.30	81.4WK91	PC-3	08/11/05		Surplused item on 12/20/16 T: 27481
	05LA03836	Appic-Refresh Laptop	44	1.395.62	4H531C(M)EB	002005	07/22/05	PENDING	Surplused item on 03/05/15 T: 23320
ω	05LA03841	Apple-Refresh Laptop	3	1.395.62	125.44	00200	07/22/05	PENDING	Surplused item on 03/05/15 T: 23320
ω	051.A03846	Apple-Refresh Laptop	¥	1.395.62		00200	07,22,05	PENDING	Surplused item on 03/05/15 T: 23320
8	05LA03847	Apple-Refresh Laptop	F	1.395	4H531J7JSEB	002002	07/22/05	PENDING	Surplused item on 03/05/15 T: 23320
	05LA03857	Apple-Refresh Laptop	4	3	4H5326Q7SEB	002005	07/22/05	PENDING	Surplused Hern on 03/05/15 T: 23320
	05LA22943	Apple-Refresh Laptop	₹	395.62	4H5329NYSEB	002002	07/22/05	PENDING	Surplused Item on 03/05/15 T: 23320
8	05LA22948	Apple-Refresh Laptop	3	J 1.395.62	4H5356KSSEB	002005	07/22/05	PENDING	Surplused item on 03/05/15 T: 23320
9	05-36202	DELL DESKTOP PENTIUM 4 W/17"	Ş	1.318.00	1.318.00 ITVFV51	01010	11/08/04		Surplused Item on 12/20/16 T: 27481
6	05-30947	APPLE, IBOOK G4 COMBO	重	1,239.00	UV4353QRRAP	168816	10/04/04	PENDING	Surplused Item on 11/25/14 T: 23145
2	05-30951	APPLE, IBOOK G4 COMBO	P4	1,239.00	.239.00 UV4353LQRAP	918891	10/04/01	PENDING	Surplused them on 03/05/15 T; 23320
9	04-01214	APPLE, DESKTOP EMAC GA	¥	1,390.00	YM316UNINM2	063408	07/29/03	PENDING	Surplused item on 11/25/14 T; 23145
8	04-00181	APPLE DESKTOP, EMAC OK	044	1,100.30	G832601LPQL	062755	07/23/03	PENDING	Surplused item on 11/25/14 T: 23145
	04-00182	APPLE DESKTOP, EMAC 64	7	1,100.30	G83260KPPQL	062755	07/23/03	PENDING	PENDING Surplused item on 11/25/14 T: 23145
	04-00183	APPLE DESKTOP, EMAC G4	75	1.100.30	G83260LCPQL	062755	07/23/03	PENDING	Surplused item on 11/25/14 T: 23145
-	04-00189	APPLE DESKTOP, EMAC G4	75	1.100.30	G83260JPPQL	062755	07/23/03	PENDING	Surplused Item on 11/25/14 T: 23145
8	04-00200	APPLE DESKTOP, EMAC G4	044	1,100.30	G83257SRPQL	062755	07/23/03	PENDING	PENDING Surplused item on 11/25/14 T: 23145
6	03-00557	COMPUTER,MAC EMAC G4	7	1,523.00	G8224E1TN54	970954	07/18/02	PENDING	Surplused item on 11/25/14 T; 23145
	03-00564	COMPUTER, MAC EMAC G4	H	1.523.00	G8224E0SN54	970954	07/18/02	PENDING	PENDING Surplused Item on 11/25/14 T: 23145
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Location # 5222	1# 3222							
BPI	Description	Class	Cest	Serial Number	GR Number Acquired Date	Acquired Da		Room Number
03-00574	COMPUTER, MAC EMAC G4	044	1,523.00	1,523.00 G8224DXWN54	970954	07/18/02	PENDING	Surplused item on 11/25/14 T: 23145
01-19835	COMPUTER, MAC IMAC	044	1.583.86	1.583.86 RN1120XZKLB	840128	04/30/01	PENDING	04/30/01 PENDING Supplused item on 11/25/14 T; 23145
01-10182	COMPUTER, MAC IMAC	044	1.195.86	1.195.86 XA03902QJV8	793330	10/31/00	PENDING	PENDING Surplused item on 11/25/14 T: 23145
01-01873	TABLE, ROUND 60 INCH	035	1,563.22 NONE	NONE	754381	07/28/00		Surplused from on 06/03/16 T: 26092
08160-86	PRINTER, LEXMARK OPTRA S 1250	944	1,555.50	1,555,50 11-FZ967	572642	47 82 98		Surplused item on 02/02/16 1290A
86-27822	CABINET B/G W/TOOLS FOUNDRY	910	3.310.00 NONE	NONE	47201	98/60/80		Located in Boom 222, Pictures provided in enclosed Doc.

Items not erflied as of:	Popula Valued at:
Audit Review Details	

S44.511.02

3/8/2017

1. If the leess located was allocated by property pass, a copy of that property pass must be forwarded with yournesses. The item will require physical verification by the faveotory Audit Specialist when a return reconciliation visit is scheduled with the administrator.

2. If an item is identified as submaped, a copy of the original signed & single surplus declaration form (B-stock / approved vendor) must be forwarded with your response. pase. The item will require physical verification by

Transfer # 27481

Catetena n

ssuing Location 3222

Cross Creek School

1010 NW 31st Ave

Pompano Beach, FL 33069

Phone Fax. (754)321-6450 (754)321-6490

Contact

Check it unable to complete Reason

DRIVER TAKE EMPTY BOX AT TIME OF PICK UP

Date Created 12 16 2016

Date Closed

Number of 3290A Attachments 2

. Number of Other Attachment

6

page tof :

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

Line # BPI #	Serial #	Oty Item Description	Status
		1 Gaylord Box of Surplus Technology Items SEE 3290a FORMS	HIC

ided by school during P&I Audit Requested By Released By Received By Date Delivered By Originator Celina King Written changes to this form MUST be initialed by school administrative

Top Copy to Bistock - Second Copy to Financial Reporting - Third Cupy to set pol Department

175

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ty, Florida L or L Pater er Submit Surmins / Transfer Form to B-ctock	E CONTRACTOR OF THE CONTRACTOR	Description Description Description Description Description Description	Destrop WT MONITOL	er Dall	Retenant In: Fly VIR Line Con. Title Mile Tach	for Audit Putprises as well (SURPLUS).
The School Board of Broward County, Florida Capital Assets A. tivity form Surplus Declaration Transfer	Dec and the same	Model Number	\$ 710V25	gro Conjuster	Date: 1-1	Principal / Director (per Policy 320-1) Date: / / Please Prins Name, Title * Pick-Up Verification showment from a SBBC approved removal arent should be retained for Audit Purposes as well (SURPLUS).
The School StiRPLUS (Principal / Director authorization signature required)	No. 1987	Record Rumber Charlewer BUTA Charlewer BUTA Charles Charlewer BUTA Charles Cha	IS NAVI SI	BYMPIS SILVE	Principal - Director Inches 3,000	Pracipal / Director (per Policy 320-1) Please Print Mame, Title Pick-Up Verification sheament from a \$BB
SURPLUS (Principal	Remin of Assertance Required Bounts Location Contact Some Vortes Phone a	BPI Fumber Refer to Anast Recondending as needed	08-3630	A CONTRACTOR OF THE PARTY OF TH	Equiption Transfer / Surplus Approved by: Mevipt of Transfer Acknowledged by:	liem(a) Delivered by: Farm 3290A Rev 1770R

Date Created: 12/16/2014

Date Closed:

Number of 3290A Attachments: 3

Number of Other Attachments:

Transfer # 23320

Cafeteria #

RECFIVED

Issuing Location 3222

Cross Creek School 1010 NW 31st Ave

2015 FEB ! 1 AH 10: 25

CENTRAL WAREHOUSE

Pompano Beach, FL 33069

Phone/Fax: (754)321-6450 / (754)321-6490

Contact: Ana Garcia/Flavia Ramirez

Check if unable to complete
Reason:

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

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	8.0	8	Miscellaneous AV Equipment-See Attached 3290A Forms	Inc
3	- Colores de la	1	Kiln-Bring Pallet to remove	Inc

* KILN IS DISCONNECTED AND REAFROX

PICKUP.

Original Bistock Transfer Ticket 23320 provided to AMO

Original Bistock Transfer Ticket 23320 pr

Warehouse

Requeste	ed By: Ar	na	Gar	cia

Released By:

Received By: Delivered By:

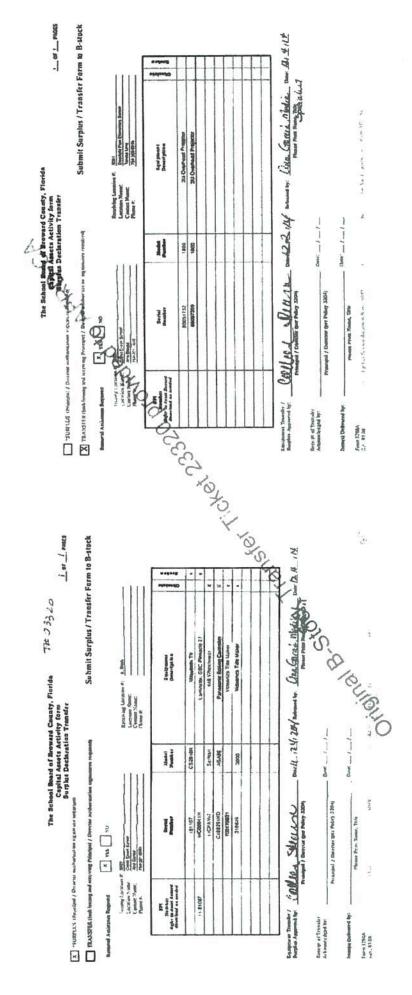
Date: 3

Date:

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



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Transfer # 23320

Cafeteria #

oross Creek School 1010 NW 31st Ave

Pompano Beach, FL 33069

Phone/Fax: (754)321-6450 / (754)321-6490

Contact: Ana Garcia/Flavia Ramirez

Check if unable to complete ... Reason:

Kiln still in classroom.disconnected, will need pallet to remove.

Date Created: 12/16/2014

Date Closed:

7

Number of 3290A Attachments: 3

Number of Other Attachments:

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

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

Contact: B-Stock

ine # BPI #	Serial #		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
1	Ç s 0 8	8	Surplus Computer/Technology Box Miscellaneous AV Equipment-See Attached 3290 Attorns Kiln-Bring Pallet to remove	
		. 8	ed by school	
	Q'	ONO		

Requested By: Ana Garcia

Released By:

Date: 3

Date: 7

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Date Created: 12/16/2014

Date Closed:

8

Transfer # 23320

Cafetena #

ruing Location 3222 Gross Creek School 1010 NW 31st Ave

Pompano Beach, FL 33069

Phone/Fax: (754)321-6450 / (754)321-6490

Contact: Ana Garcia/Flavia Ramirez

Check if unable to complete ... Reason:

Kiln still in classroom, disconnected, will need pallet to remove.

Number of 3290A Attachments: 3

Number of Other Attachments:

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

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

Contact: B-Stock

Serial #	Qty Item Description		Status
	1 Surplus Computer/Tech	nnology Box	Inc
	8 Miscellaneous AV Equip	pment-See Attached 3290A Form	is Inc
	1 Kiln-Bring Pallet to remo	ove ,O	Inc
	adbyschool	Juliud Lay Will	inc
040	ijoe		
			1 Surplus Computer/Technology Box 8 Miscellaneous AV Equipment-See Attached 32904 Form 1 Kiln-Bring Pallet to remove

Requested By: Ana Garcia

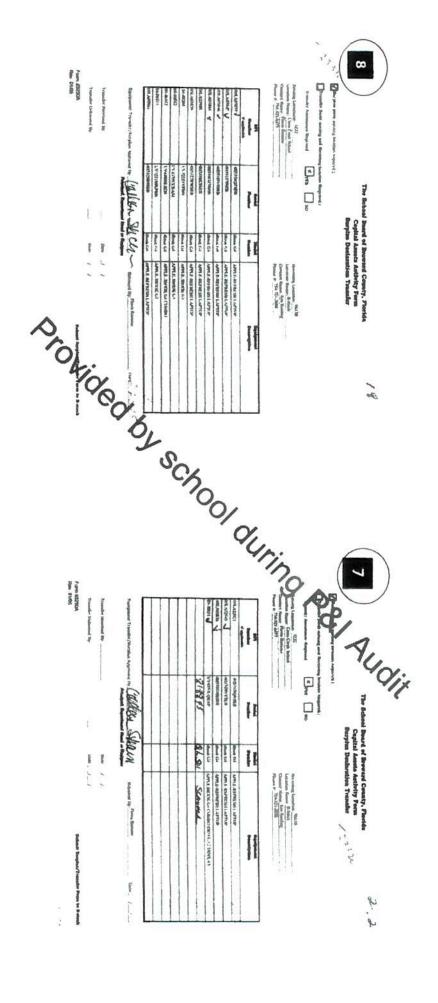
Released By: Date: 3 ______

Received By: Date: -______

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



Transfer # 23 Cafeteria #	3145			lumber of 3290. Number of Othe	A Attachme er Attachme	nts: 4
Issuing Location Cross Creek Sc 1010 NW 31st A Pompano Beach Phone/Fax: (754	3222 hool ve 1, FL 33069)321-6450 / (754)321-6490	Receiving Locat B-Stock Wareh 6501 NW 15th A Fort Lauderdale Phone/Fax: (754	on 9613B ouse we , FL 33309)321-2850 / (75	54)321-2886	
Contact: Flavia F	Ramirez	, ja	Contact: B-Stoc	k		
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Line # BPI #	Serial #	- Qty Item Descript	tion		O,	Status
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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 aignatures required)	Submit Surplus / Transfer Form to B-stock
Removal Assistance Required YES X NO	4

Selia Selia

BPT Rumber Rumb	Location Name: Ken Jerding Contact Name: Ken Jerding Phone #: 754-321-2850
05-30953 UV4353R8RAP 05-1052300' 4H5327RESEB 03-01454' UV22420PN65 03-01454' UV22420PN65 03-01579' G8224E5PN54 01-10186' XA03926GJVA 01-10186' XA0391JWJVA 01-10186' XA0391JWJVA 01-10186' XA0391JWJVA 01-10186' XA0391JWJVA 01-10186' XA0391JWJVA 01-10186' XA0391JWJVA 01-10186' XA03926GJVA 01-10186' XA0391JWJVA	Percription Broken
051.422930	APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY
03-01454	Applo-Refresh Laptop .
03-00579	COMPUTER, LAPTOP MAC I BOOK
01-10186' XA0391JWJVA 01-10208' XA0391JWJVA 04-00194' G83259Q1PQL 04-00202' G83259Q1PQL 04-01217' YM3179Z6NM2 04-01215' YM316UQ3NM2 04-01215' YM316UQ3NM2 04-01215' Principal / Director (per Policy 3204) Transfer ged by: Principal / Director (per Policy 3204) Principal / Director (per Policy 3204)	COMPUTER,MAC EMAC.64
01-10208	COMPUTER, MAC IMAC
04-00194	COMPUTER, MAC IMAC
04-00202 / 083260J0PQL	APPLE DESKTOP, EMAC G4
04-01215	APPLE DESKTOP, EMACG4
14 Transfer / Principal / Director (per Policy 3204)	APPLE, DESKTOP EMAC'04
t Transfer / DOLLLLA CORPLIA Date: 6 / 9 Principal / Director (per Policy 3204) Principal / Director (per Policy 3204) Date: /	APPLE, DESKTOP EMAC G4
Principal / Director (per Policy 3204)	/ 14 Released by: Flavia Ramirez Micro Tech Date: 6 / 9 / 14
Principal / Director (per Policy 3204)	
	/-
Please Print Name, Title	
Form 3290A	A THE PARTY OF THE

The School Board of Broward County, Florida

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Surplus Declaration Transfer *SURPLUS (Principal / Director authorization signature required) Submit Surplus / Transfer Form to B-stock Date: 6 /9 Opsojete Please Print Name, Title Flavia Ramirez - Micro-Tech APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8 APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8 APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY Equipment Description LACTOR MAC G3 (S) Receiving Location #: Date: 06 / 09 / 2014 Released by: Location Name: Contact Name: Phone #: APPLE, IBOOK G3 · APPLE IBOOK 12.1 APPLE, IBOOK G3 APPLE, IBOOK G3 TRANSFER (both issuing and receiving Principal / Director authorization signatures required) 0 Model Step Principal / Director (per Policy 3204) Serial Number Please Print Name, Title Cross Creek School Flavia Ramirez SE YES 754-321-6477 UV3221MDPBN UV4353QIRAP UV3221Z9PBN UV32556UNDF UV44900BSD0 UV322211PBN UV44900FSD0 UV4353S7RAP UV2210J8LQ3 Welles 1 Issuing Location #: Location Name: Contact Name: Phone #: BPI Number Refer to Asset Record download as needed Removal Assistance Required 15-30949 / 04-00210 4-00200-40 04-00207 Equipment Transfer / Surplus Approved by: 5-46313 03-00986 05-30948 94-81118 Item(s) Delivered by: 5-46310 Receipt of Transfer Acknowledged by: 2333.30 1239.00 836.95 12/5

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

Form 3290A · · Rev. 07/08

AN X SA	SOF J MAES	Submit Surplus / Transfer Form to B-stock	ACCOL REPO! 20141 THE BROW	DEC 12 Al	ASSISSION	×	×	X	X	X	X	×	X	X	X	Date: 6 / 9 /14		s .			66
BOARD APPROVED	The School Board of Broward County, Florida Capital Assets Activity form Surplus Declaration Transfer T# 23145			Receiving Location #: 9613B Location Name: Protek Contact Name: Ken Jerding Phone #: 754-321-2850		APPLE DESKTOP, EMAC G4	APPLE DESKTOP, EMAC G4	COMPUTER,MAC EMAC G4	COMPUTER,MAC EMAC G4	APPLE DESKTOP, EMAC G4	APPLE JBOOK G4 COMBO DRIVE/12"DISPLAY	IBOOK 14.1 LAPTOP '	IBOOK 14.1 LAPTOP	APPLE, IBOOK G3	APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY	7 / 14 Released by: Flavia Ramirez - Micro Tech	COMPLETED	-/- PNI 571	Date 1/5/1/	_/_ Initials	Please Print Name, Title * Pick-Up Verification document from a SBBC approved removal agent should be retained for Audit Purposes as well (SURPLUS).
	l Board of Br ipital Assets rpius Declari	n signatures requi			Model			0	5	10	S	10			1	Date: 6 / 9		Date: /		Date:/_	roved removal agen
\	The School Ca Su *SURPLUS (Principal / Director authorization signature required)	TRANSFER (both issuing and receiving Principal / Director authorization signatures required)	Yes No	#: 3222 Cross Creek School Flavia Ramirez 754-321-6477	Serial Number	G832559GPQL	G83259Q4PQL	G8224E1XN54	G8222667N54	G83260L4PQL	V4353SJRAP	UV437PCFRAM	UV437PC6RAM	UV322212PBN	UV4353SFRAP	Pallon System	Principal / Director fleer Policy 3204)		Principal / Director (per Policy 3204)		Please Print Name, Title p Verification document from a SBBC app
	RPLUS (Principal / Direct	INSFER (both issuing and re	Removal Assistance Required	Issuing Location #: Location Name: Contact Name: Phone #:	BPI Number Refer to Asset Record dounload as needed	04-00180 "	04-00204 •	03-00568	. 03-00571	04-00176 '	05-30950 ,	05-86024 /	05-86023	•	05-30954 /	0		Receipt of Transfer Acknowledged by:	E	Item(s) Delivered by:	
* . !		□ AST	Removal			100.30		100.50	1220	522.00	30.30	10000	1821.30	S. C.		1356-W. Equipment Transfer / 239, Osurplus Approved by:		Receipt of Transfe Acknowledged by:	÷	Item(s) De	Form 3290A Rev. 07/08

384

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

Transfer (both issuing and Receiving location Required.)

Surplus (only issuing location required.)

XA0391HCJVA KO COMPUTER, MAC IMAC TO THE COMPUTER COMPUT

Submit Surplus/Transfer Form to B-stock

Form #3290An

3

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

BPI	Description	Class	Cost	Serial Number	GR Number		Acquired Date	Room Number
	Battery, APC 2200 Backup		The second secon	JS1112035985		×		Item Located in Room 1205, Photos are providede with enclosed Documentation.
						10		
BPI	Description	Class	Cost	Serial Number	GR Numb	Acquired Date	Date	Room_Number
08610-91	ZEBRA SERIES 3 PRINTER	046	1,595,00	CL65017536	C88.887	12/11/15		Wrong serial number assigned on PNIB11.
15-05980	APPLE MACBOOK PRO 13*	4	1.329.00	C02PVXSZFVH3	O 551350	06/25/15	PENDING	Surplused item on 12/20/16 TF: 27481
13-02402	APPLE MACBOOK PRO 13" 2.5GHZ 13"	3* 044	1,511.00	CO2JHMSSDTY3	343495	12/21/12		PP BRONGUIE WALDEN Liptopunder P. Liptopi Pictures are
11-81087	LAMINATOR, GBC PINNACLE 27	046	1,455.44	WCDDONIH .	171013	01/91/60	The state of the s	Stolen Item on 1/26/2015, Police Report, with enclosed Documentation.
06-84195	Computer, Dell Star System	044	2,863.30	81.4WK91	PC-3	08/11/05		Surplused Item on 12/20/16 T: 27481
051.A03836	Apple-Refresh Laptop	3	1,395.62	4HS31G(III)	002005	07/22/05	PENDING	Surplused Item on 03/05/15 T; 23320
051.A03844	Apple-Refresh Laptop	7	1,395.62	4HS GZSSEB	00200	07/22/05	PENDING	Surplused item on 03/05/15 T: 23320
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05LA03847	Apple-Refresh Laptop	7	1.395.62	4H531J7JSEB	002005	07/22/05	PENDING	Surplused Item on 03/05/15 T: 233.20
05LA03857	Apple-Refresh Laptop	3	3	4H5326Q7SEB	002002	07/22/05	PENDING	Surplused Item on 03/05/15 T: 23 320
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2. If an ince is identified as an administrated as a submission of the physical verification by must be administrated as a submission of the physical verification of the physical verification of the physical verification of the formation of the physical verification of the form the verification of the pensasally confirmed the accuracy of the paleughon regarding the location of the form included in this response.

**Principal/Physical Inverposessually confirmed the accuracy of the paleughon regarding the location of the form included in this response.

Transfer # 23145

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

Check if unable to complete [... Reason:

Date Created: 11/3/2014

Date Closed.

Number of 3290A Attachments: 4

Number of Other Attachments

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

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

Contact: B-Stock

Line # 8Pt #	Serial # Qty	Item Description	Status
1	2	Surplus Computer/Technology Box	Inc
2	29	Miscellaneous Technology Items-See Attached 3290A 600 s	Inc
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		, school dur	
	orovided)	J. Maries 14	
	Provided	Surplus Computer/Technology Box Miscellaneous Technology Items-See Attached 3290A Service ON SCHOOL AUTIMOS A Manual M	

Released by: Flavia Ramirez

Received by: Date:

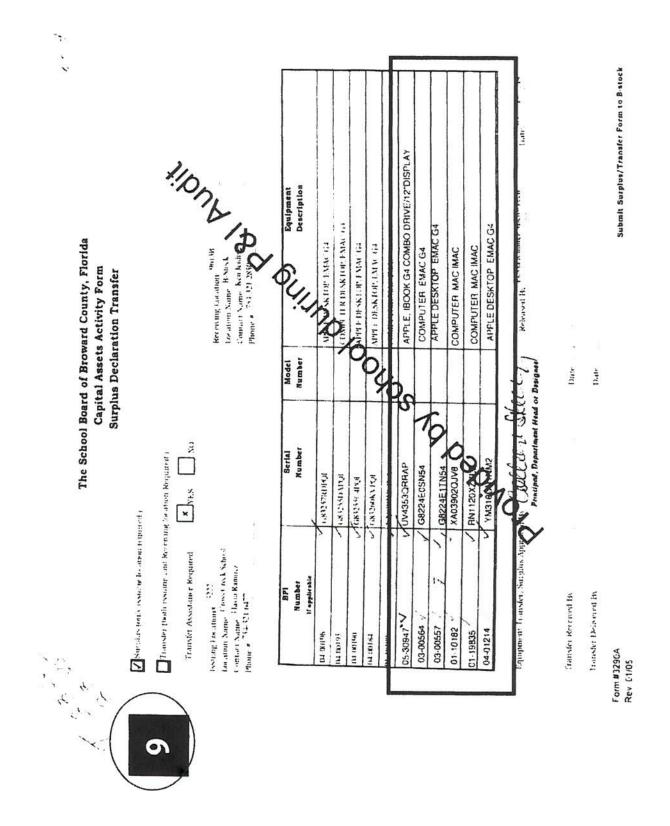
Delivered By: Tarm Corporation

Onginator: 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 nf 1



Transfer # 23145

Cateteria #

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

Check if unable to complete ... Reason

Date Created: 11/3/2014

Date Closed:

Number of 3290A Attachments 4 Number of Other Attachments

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

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

Contact: B-Stock

Line # BPI #	Serial #	Qty Item Description	Status
1		2 Surplus Computer/Technology Box	Inc
2		29 Miscellaneous Technology Items-See Attached 3290A Pogras	Inc

Provided by school during Paragraphic via Ramirez

Requested By: Flavia Ramirez	
Released by	Date:
Received By: MANT There R	Date:
Delivered By: Hagay Corporal	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

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

Surplus only (Swing beauton required)

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Transfer # 23145

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

Check if unable to complete [.]. Reason:

Date Created: 11/3/2014

Date Closed:

Number of 3290A Attachments: 4

Number of Other Attachments:

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

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

Contact: B-Stock

ine # BPI #	Serial #	Oty Item Description	Status
1		2 Surplus Computer/Technology Box	Inc
2		29 Miscellaneous Technology Items-See Attached 3290A Tours	Inc

Provided by school during Parising Pari LIMIT TRAVANT

Requested By: Flavia Ramirez	
Released by	Date
Received By: IN MAN THE RESERVED BY	Date:
Delivered By: HARRY Korper	11-25-14
Occipator Kent Indian	

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

-SURPLLS (Principal / Director authoniation agnature required)

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

CROSS CREEK SCHOOL
Colleen Stearn, Principal
1010 NW 31st Avenue
754-321-6450
http://crosscreek.browardschools.com/

The School Board of Broward County, Florida

Abby M. Freedman, Chair Nora Rupert, Vice Chair

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

Robert W. Runcie Superintendent of Schools

DATE:

November 6, 2017

MEMORANDUM TO:

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

MEMORANDUM FROM Colleen Steam, 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:

- Item was located on campus.
- 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.

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

OF PAGES

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TRANSFUR (both issuing and re	TRAVSFUR (both issuing and receiving Principal). Director authorization signatures required	signatures requi	Submit Surplus / Transfer Form to B-stock	~
Removal Assistance Required	X YES NO			;
Issuing Location Location Name: Contact Name: Phone #:	Cruss Creek School Flavia Perez 754-321-6477		Receiving Location f: 9613B Location Name: B-Stock Contact Name: Tel Phone #: 321-2880	
BPJ Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description Obsolete Broken	
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001 10000	W8x152080b0		APPLE MACBOOK INTEL CORE 2 DUO 200HZ	
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Rev 07/08				

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:

Check if unable to complete:

DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

Date Created: 12/16/2016

Date Closed:

Number of 3290A Attachments: 2

Number of Other Attachments:

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

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

Contact:

Line # BPI # Serial #	Oty Item Description	Chatrie
	1 Gaylord Box of Surplus Technology Items-SEE 3290a FORMS	Status

Requested By:	
Released By:	
Received By:	 Date:
	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

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*SURPLUS (Principal / Director authorization signature required)

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

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Receiving Location #: Location Name: Contact Name: Phone #: APPLE MACISOOK PRO 13" 24GHZ 13 APPLE MACISOOK PRO 13" 24GHZ 13" APPLE MACISOOK PRO 13" 24GHZ 13	Please Print Name, Title	ncipal / Director (per Policy 3204)	neipal / Director (per Policy 3204)	1193 SMMK91		CIMHAMABDIAN	Serial Number	1111
MACBOOK PRO 13" 2 4GHZ 1.3 MA	Date: //	Date:/	Date 2_12		TV.		Model Number	
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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:

Check if unable to complete: Reason:

DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

Date Created: 12/16/2016

Date Closed:

Number of 3290A Attachments: 2

Number of Other Attachments:

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

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

Contact:

Line # BPI # Serial #	Oty Item Description	01
	1 Gaylord Box of Surplus Technology Items-SEE 3290a FORMS	Status
	The state of Carpias recimology items-SEE 3290a FORMS	Inc

Requested By:	
Released By:	
Received By:	 Date:
Delivered By:	Date:

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 イスジング

Surplus (only issuing location required.)	quired.))	
Transfer (both issuing and Receiving location Required.)	ving location Required.)			
Transfer Assistance Required	X YES NO			
Issuing Location#: 3222 Location Name: Cross Creek School			Receiving Location: 9613B Location Name: B-Slock	
Contact Name: Flavia Ramirez Phone #: 754-321-6477			Contact Name: Ken Kerding Phone #: 754-321-2850	
BPI	Serial	Model	Equipment	
Number If applicable	Number	Number	Description	
05LA22921	4H531DQVSEB	iBook G4	APPLE-REFRESH LAPTOP	
05LA22943 J	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	
	548818	02 201	SCANNEL	
Equipment Transfer/Surplus Approved By:(roved By: CHEROL SHOOM Principal, Department Head or Designee	SHOWN thead or Designee	Relcased By: Flavia Ramircz	Date:
Transfer Received By:		Date	_11	
Transfer Delivered By:		Date		

Form #3290A3 Rev. 01/05

Submit Surplus/Transfer Form to B-stock

Attachment A

Stock Transfer

Date Created: 12/16/2014

Transfer # 23320

Cafeteria #

'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

Check if unable to complete
Reason:

Kiln still in classroom, disconnected, will need pallet to remove.

Date Closed:

Number of 3290A Attachments: 3

Number of Other Attachments:

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

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

Contact: B-Stock

.ine # BPI #	Serial #	Qty Item Description	
1			Status
		1 Surplus Computer/Technology Box	Inc
2		8 Miscellaneous AV Equipment-See Attached 3290A Forms	Inc
3		1 Kiln-Bring Pallet to remove	Inc
		Trained to remove	Inc

Requested By: Ana Garcia	
Released By:	Date: 3 _ 5 _ 7
Received By:	
Delivered By:	Date: 2

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

	APPLE-REFRESH LAPTOP	iBook G4	4H5328B9SEB	05LA03861
	APPLE, IBOOK G3	iBook G4	UV3221MKPBN	04-00211
	APPLE, IBOOK G4 COMBO	iBook G4	UV44900LSD0	05-46312
	APPLE, IBOOK G3	iBook G4	UV437PCCRAM	05-86022
	APPLE, IBOOK G3	iBook G4	UV32221 VPBN	04-00208
	APPLE-REFRESH LAPTOP	iBook G4	4H5327RWSEB	05LA03859
	APPLE-REFRESH LAPTOP	iBook G4	4H5356KSSEB	05LA22948
	APPLE-REFRESH LAPTOP	iBook G4	4H531GZ5SEB	05LA03844 V
	APPLE-REFRESH LAPTOP	iBook G4	4H531HV4SEB	05LA03846 V
	APPLE-REFRESH LAPTOP	iBook G4	4H531J7JSEB	05LA03847 V
	APPLE-REFRESH LAPTOP	iBook G4	4H5326Q7SEB	05LA03857 V
Description		Number	Number	Number If applicable
Equipment		Model	Serial	BPI
	Contact Name: Ken Kerding Phone #: 754-321-2850			Contact Name: Flavia Ramirez. Phone #: 754-321-6477
	Receiving Location: 9613B			Issuing Location#: 3222 Location Name: Cross Creek School
			x YES NO	Transfer Assistance Required
			ing location Required)	Transfer (both issuing and Receiving location Required.)
			uired.)	Surplus (only issuing location required.)
	Surprus Deciaration Transfer	ourbrus necrar		

Transfer Delivered By:	Transfer Received By:
Date//	Date//

Submit Surplus/Transfer Form to B-stock

Date Created: 12/16/2014

Transfer # 23320

Cafeteria #

'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

Check if unable to complete
Reason:

Kiln still in classroom, disconnected, will need pallet to remove.

Date Closed:

Number of 3290A Attachments: 3

Number of Other Attachments:

Receiving Location 9613B

B-Stock Warehouse 6501 NW 15th Ave

Fort Lauderdale, FL 33309

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

Contact: B-Stock

Line # BPI #	Serial #	Oty Item Deparintion	
1		Qty Item Description	Status
2		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: 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

San Charles

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

Surplus (only issuing location required)

BPI	Serial	Model	Day January 1
Number	Number	Number	Description
If applicable			
96100:40	G83257RDPQI		APPLE DESKTOP, EMAC G4
36100 15	C183255DAPQI		COMPUTER DESKTOP, EMACGE
04:00:140	Q83255C4PQL		APPLE DESKTOP, EMAC G4
18100+0	Ci83260KVPQI		APPLE DESKTOP, EMAC G4
01-10180	XAO301HCWA		COMPUTER, MACIMAC
05-30947*\	UV4353QRRAP		APPLE, IBOOK G4 COMBO DRIVE/12*DISPLAY
03-00564 /	G8224E0SN54		COMPUTER, EMAC G4
03-00557 / 37	G8224E1TN54		APPLE DESKTOP, EMAC G4
01-10182	XA03902QJV8	60	COMPUTER, MAC IMAC
01-19835	NN1120XZKLB		COMPUTER, MAC IMAC
04-01214 / 1/2	YM316UN1NM2		APPLE DESKTOP EMAC GA

Equipment Transfer/Surplus Approved By: Called Steel Steel

Released By: Havia Ramirez Micro-Lech

Date: __/ 19 / 14

Rev 01/05 Form #3290A

Transfer Delivered By:

Date ___/___;___ Date .__/__/___

Transfer Received By: _____

Submit Surplus/Transfer Form to B-stock

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

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

Check if unable to complete
Reason:

Number of 3290A Attachments: 4 Number of Other Attachments:

Receiving Location 9613B

B-Stock Warehouse 6501 NW 15th Ave Fort Lauderdale, FL 33309

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

Contact: B-Stock

Line # BPI #	Serial #	Qty Item Description	Chal
1		2 Surplus Computer/Technology Box	Status
2		29 Miscellaneous Technology Items-See Attached 3290A Forms	Inc

+11-6-14 DRAP OFF 2 PO BOXES CHI WHEN DEAD TO PILL .

1. Ramon / M

Requested By: Flavia Ramirez	
Released By:	Date:
Delivered By: Tagan	Date:
Originator: Kent Jerding	[1-25-14

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

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

		4
Transfer Assistance Required	Transfer (both issuing and Recei	Surplus (only issuing location required.)
NO SEA	oth issuing and Receiving location Required.)	equired.)

Location Name: CROSS CREEK SCHOOL Contact Name: FLAVIA RAMIREZ Phone #: 754-321-6477

Contact Name: KEN JERDING Phone #: 754-321-2850

Receiving Location: 9613B
Location Name: B-STOCK

Issuing Location#: 3222

BPI Number If applicable	Serial Number	Model Number	Equipment Description
-	G83260JLPQL		APPLE DESKTOP EMAC G4
04-00182 V 55 V G8	G83260KPPQL	1	APPLE DESKTOP, EMAC G4
04-00183	G83260LCPOL		A DDI C DESCRIPTO PARA COL
1	סבטטררוער		APPLE DESKTOP, EMAC G4
04-00189 V G8	G83260JPPQL		APPLE DESKTOP, EMAC G4
04-00200 7 68	G83257SRPQL		APPLE DESKTOP, EMAC G4
03-00574 / TE G8	G8224DXWN54		COMPUTER DESKTOP, EMAC G4

Rev. 01/05 Form #3290A

Transfer Delivered By:

Transfer Received By:

Date ___/__/

Submit Surplus/Transfer Form to B-stock

B-Stock Transfer

Transfer # 23145

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

Check if unable to complete
Reason:

Date Created: 11/3/2014

Date Closed:

Number of 3290A Attachments: 4
Number of Other Attachments:

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

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

Contact: B-Stock

Line # BPI #	Serial #	Qty Item Description	
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		2 Surptus Computer/Technology Box	łnc
2		29 Miscellaneous Technology Items-See Attached 3290A Forms	Inc

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12/9/17

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Requested By: Flavia Ramirez	
Released By:	Date:
Delivered By: Tagan	Date! 1. /L.
Originator: Kent Jerding	[1-25-14

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

Surplu	Capita	The School Box
Declaration Transfer	Capital Assets Activity form	The School Board of Broward County, Florida

*SURPLUS (Principal / Di	ignature required Director authoria	pital Assets , plus Declara plus requir	Capital Assets Activity form Surplus Declaration Transfer Submit Surplus / Transfer Form to B-stock
Removal Assistance Required Issuing Location #: Location Name:	i		on T
Contact Name: Phone #			Location Name: B-Stock Contact Name: Ken Jerding Phone # 754-321-2859
BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description
98-09180	11-572967	-	DDIATED I EVILLAGO OPEN
91-31251 /	NO SERIAL NUMBER AVAILABLE		District Range Parks
03-00573 V	G8224E3XN54		COMPUTER DESKTOP, ENAC GA
01-09-273	2505178		Printer. Lexmark Optra :M410
	921-15200334		Television. Zenith Model F1194W
Equipment Transfer / Surplus Approved by:	seller steam	Date: 2/0	Date: 2121 (Released by: Flavia Ramirez: Micro-Tech
Receipt of Transfer Acknowledged by:	Principal / Director (per Policy 3204)	Date	
Item(s) Delivered by:	Principal / Director (per Policy 3204)	Date:	
Form 3290A	Please Print Name, Title		ì
· Pick-	* Pick-I p Ventication Josument from a \$1880, approved removal again should be retained to Audit Purposes as well felt. Rep. US.	ed removal agent s	heuld be retained to Audh Parposes

B-Stock Transfer

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

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

Check if unable to complete ☐ Reason:

Number of 3290A Attachments: 4

Number of Other Attachments:

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

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

Contact: B-Stock

Line # BPI#	Serial #	Qty Item Description	
1			Status
		2 Surplus Computer/Technology Box	Inc
2		29 Miscellaneous Technology Items-See Attached 3290A Forms	Inc

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Requested By: Flavia Ramirez	
Released by	Date:
Delivered By: Assay	Date!
Originator: Kent Jerding	11-25-14

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

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Page 1 of 1

*SURPLUS (Principal / Director authorization signature required) The School Board of Broward County, Florida Capital Assets Activity form Surplus Declaration Transfer

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

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Submit Surplus / Transfer Form to B-stock

Item(s) Delivered by: Form 3290A Rev. 07/08	Receipt of Transfer Acknowledged by:	Equipment Transfer / Surplus Approved by:	Refer to downto	Removal Assistance Required Issuing I. Location Contact N Phone #: BPI
į		On	Refer to Asset Record download as needed	lssuing Location #: Location Name: Contact Name: Phone #: BPI
Please Print Name, Title	Principal / Director (per Policy 3204)	Principal / Director (per Policy 3204)	Number Not Available	#: 3222 Cross Creek Flavia Perc. 754-321-64
Date:/_	Date: /	Date: /	Number	
Pick-Iln Verification document from a SRRC approved constant bould be retained for Audi Pure.	_/_	Released by: Flavia Perez Please Print Name, Title	Description 60" Round Table	Receiving Location #: 9613B Location Name: B-Stock Contact Name: Tod Phone #: 321-2850
		Date:	Obsole Broke	

B-Stock Transfer

Transfer # 26092

Cafeteria =

ssung Location 3222 Cross Creek School 1010 NW 31st Ave

Pompano Beach, FL 33069

Phone Fax (754)321-6450 (754)321-6490

Serial #

Contact:

Line # BPI #

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Or ginator Celina King

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Page 1 of

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@biowardschools.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 Diaz de Arce García Media Specialist Cross Creek School 1010 NW 31st Avenue Pompano Beach, FI 33069 Ph: 754-321-6481/F:754-321-6490 ana.d.garcía@browardschools.com

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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.

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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?

Page 3 of 4

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.garcía@browardschools.com

"The more that you read, the more things you will know. The more that you tento the consecution is a respectively of the more



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https://outlook.office365.com/owa/?path=/mail/search/rp

public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address 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

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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

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From: Alvaro Pion

Sent: Tuesday, March 14, 2017 2:31 PM

To: Ana D. Garcia

Page 4 of 4

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.

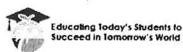
I believe that all the paperwork (3290's) that was submitted to capital assets shows when these items were sent to surplus and picked up by them.

I really would appreciate you attention and quick response.

Thanking you in advance,

Ana Diaz 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 wal, the more than syon will know the more than you have, to construct p(x) = p(x) + p(x) , $x \in \mathbb{R}^{n}$



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UPDATED CHANGED FIXED ASSETS REPORT

MAY 1, 2017

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<<< C H A N G E V A L U E >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		
ASSETS REPORT		BPI NUMBER CHANGE DATE
OF BOOK	THE SCHOOL BOARD	: FPC954C 05/01/17 13:53

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

IT

Location #

BPI Description Battery, APC 2200 Backup	Location # 3222	BPI Description	16-01980 ZEBRA SERIES 3 PRINTER	15-05980 APPLE MACBOOK PRO 13"					5					> > 5 5 5 5 5 5	N N N N N N N N N N N N N N N N N N N	836 1844 1846 1857 A	15 V V V V V V V V V V V V V V V V V V V	836 187 18846 18846 18846 18847 18847 18848 1884	836 187 18844 18846 18846 18847 18848 1884	836 187 18846 18846 18846 18847 18847 18848 1884	836 1836 1836 1836 1836 1836 1836 1836 1	846 J 847 A AL	836 1836 1836 1836 1836 1836 1836 1836 1	836 1836 1836 1836 1836 1836 1836 1836 1	102 103 103 103 103 103 103 103 103	836 187 18844 18846 18846 18846 18846 18848 1884	20 AP AT AT A AT A AT A AT A AT A AT A AT	836 846 846 846 AB
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t Serial Number JS1112035985		Serial Number	3		1	.00 COZJHMSSDTY3	.44 WC00041H	.30 8L4WK91	.62 4H531G4HSEB	.62 4H531GZ5SEB		1 1		1 1 1 1			62 4H531HV4SEB 62 4H531J7JSEB 62 4H5326Q7SEB 62 4H5329NYSEB 62 4H5356KSSEB 90 1TVFV51	1,395.62 4H531HV4SEB 1,395.62 4H531J7ISEB 1,395.62 4H5326Q7SEB 1,395.62 4H5329NYSEB 1,395.62 4H5326KSSEB 1,318.00 1TVFV51 1,239.00 UV4353QRRAP	62 4H531HV4SEB 62 4H53127ISEB 62 4H5326Q7SEB 62 4H5329NYSEB 62 4H5329KSSEB 60 1TVFV51 00 UV4353QRRAP									
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A CONTRACTOR OF THE PARTY OF TH	Dane M.	Acquired Date	GR Number	Cost Serial Number	CIRSS	•	
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Audit Keylew Details

Items not verified as of:

3/8/2017

\$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. Valued at:

2. If an item is identified as salvaged, a copy of the original signed & dated surplus declaration form (329%) and the removal authorization form (B-stock / approved vendor)

Invoice documentation must be submitted with the 30 day response for items requiring serial # corrections/modification.

Principal/Department Director

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

Page: 2

Attachment E (wnt)

UPDATED PROPERTY AND INVENTORY REPORT

MAY 2, 2017

ALL ITEMS REMOVED BY CAPITAL ASSETS

EPC811 05/02/17 14:00	THE SCHOO) L B ASSETS	0 1	A R D LOCATION PNI811	O F B	R O W A R D	COUNTY	PAGE 1
BPI NUM ASSET DESCRIPTION	co	CONDICLS	1	OUCHER	VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCN PROJ STOLEN P/D
01-01875 TABLE, ROUND 60 INCH		3	. !					
19652 PROJECTOR, LCD EPSON				754381	07/28/00	1,563.22	NONE	3222
0			- 83	1/1658	04/05/01	3,381.89	B9Z00Z1040C	3222
PROJECTOR ULTRAPORTABLE	HIGHEND EDSON			9/1428	06/30/02	1,879.00	3HP2L11	F202 3222
PRINTER LEXMARK T630N			100	490640	05/14/03	2,421.00	EE20340262C	3222
PRINTER		7 044		110/07	06/17/03	1,208.00	9911FPZ	3222
				110/10	07/37/03	1,208.00	9911FR6	3222
PRINTER,				063268	07/22/03	1,208.00	2013224 991386N	3222
CART, GOLF MODEL SHUTTLE	EZGO			120288	03/01/04	4 763 37	210107	3222
PROTE				072432	09/10/03	4,295.00	32220005	3222
, LEXMARK T630N		T 044		011626	11/09/04	1,208.00	99216P7	3272
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TABLES, MOBILE FOLDING		035		016984	12/13/04	1,028.00	NONE	3222
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TABLES, MOBILE FOLDING	W/ATTACHED BENCHE	r 035		016984	12/13/04	1,028.00	NONE	3222
FOLDING	BENCHE			016984	12/13/04	1,028.00	NONE	3222
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PRINTER,		1 044		023412	01/14/05	1,205.00	99247TT	3222
APPLE IB		044		714570	07/26/05	1,205.00	9925TMN	3222
				036421	20/10/20	1 365 00	V5303734	3222
				069518	04/28/05	1 702 30	5058481060 AUGUS / Z4	3222
	LEARNING			077515	06/02/05	13,400.00	3088833/406750003	
	GHZ			089293	07/18/05	12,048.17	KPLV302	3222
06-05706 DEIT INDEE KRONOS	H			002849	10/26/04	2,197.00	R0048476	3222
	/15.4" DISPLA			110790	10/19/05	2,238.00	GFKDB81	3222
07-05395 CLUB CARDIO TRAINING	3 1-3			197693	10/19/06	1,619.10	66403501	3222
	DR LACED T	020			11/22/06	4,031.32	L764700	3222
	AND INSTAL WAR T	1 1 1 1			10/22/20	3,067.00	940PFD9	3222
	INSTAL	011		731607	03/15/07	1,6//.00	0646162019	3222
		044			06/27/07	1,6/1.00	0646162018	3222
					06/27/07	1,441.00	3000001 3000001	3222
07-80251 TANBERG T-150 MXP					09/14/06	1 172 00	SECOND T	3222
	H				03/02/07	1,202.00	0646162020	3222
		011			03/02/07	1,202.00	0646162021	3222
APPLE MACBOOK 1.83GHZ	W/CD-RW/DVD 13 3" T	044			08/09/07	1,499.00	W87245APYA2	3222
		-		407067	10/60/00	1,499.00	W8/245E4YA2	3222



Display an Optispool Page

05/02/17 14:00 THE SCHOOL B FIXED ASSETS 3222 ASSET DESCRIPTION COND CLS ASSET DESCRIPTION COND CLS APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" T 044 APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" T 044 APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" T 044 APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" T 044	O A R D S LOCATION PNIS11 VOUCHER	O A R D O F B R O W A LOCATION INVENTORY REPORT PNI811 VOUCHER ACQ DATE COS	O W A R D REPORT COST	COUNTY	PAGE 2
ASSET DESCRIPTION COND CLS APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" T 044 APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" T 044 DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/ T 044 APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" T 044	VOUCHER	ACQ DATE	COST	SEIAL NUMBER	1
APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" T 044 APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" T 044 DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/ T 044 APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" T 044	258264				
APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3" T 044 DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/ T 044 APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" T 044	407067	20/00/07	1 100	10774510117	
DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/ T 044 APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" T 044	258264	08/09/07	1,499.00	W8724A8DYA2	3222
APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3" T 044	005398	10/24/07	1,748.00	89B1RD1	3222
	274342	10/29/07	1,499.00	W87329PLZ5V	3222
32 ACTIVOTE 2.4GHZ T 011	013458	05/02/08	2,702.00	32220008	3222
DELL WS3400 W/20" FLAT PANEL T 044	023389	06/27/08	1,506.00	JM1QGG1	3222
WHITEBOARD, INTERACTIVE SMART BOARD SB68 T 011	021322	06/11/08	1,002.00	SB680R2394729	3222
SMAKT BUAKU SB68 T 011	021311	06/11/08	1,002.00	SB680R2A69847	3222
APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ T 044	015447	90/15/08	1,505.00	W88152SG0P0	3222
APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ T 044	015447	05/15/08	1,505.00	W88152U10P0	3222
ACTIVEXPRESSION 32 T 011	017126	05/22/08	2,195.00	32220007	3222
APPLE MACBOOK PRO 2.5GHZ 17" DISPLAY T 044	040319	09/22/08	3,299.00	W8837045YP3	3222
	106082	09/25/09	2,729.00	W89341RU8YA	
PRINTER, LEXMARK T652DN B/W DUPLEX ADMIN T 044	114113	10/30/09	2,729.00	793N3AW	G400 3222
AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA T 011	138867	03/10/10	1,169.00	C0912220080	
AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA T 011	138868	03/10/10	1,169.00	C0912220079	
T 011	138869	03/10/10	1,169.00	C0912220078	
AB378PUS ACTIVEOARD 378PRO 78" ACTIVEBOA T 011	138892	01/01/20	1,169.00	C0912220076	
APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY T 044	142331	03/25/10	1,553.00	W801014M66H	G400 3222
AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA T 011	137681	03/04/10	1,169.00	C0911120513	
AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA T 011	137681	03/04/10	1,169.00	C0911120514	
/8 ACTIVEBOA T 011	137681	03/04/10	1,169.00	C0911120515	G400 3222
APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY T 044	155146	06/01/10	1,553.00	WQ017P7XATM	3222
APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY T 044	155176	06/01/10	1,553.00	WOOL TROUBLES	3272
APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY T 044	155179	06/01/10	1,553.00	W8017ZXNATM	3222
Heartstart FRX Defibrilator T 083	157784	06/29/10	1,310.86	B10F00530	3222
PARTITION SERIES E4040HG T 014	166934	08/27/10	1,033.33	1007016	3222
	174059	09/29/10	1,169.00	C1006210003	G400 3222
LEXMARK T652dnB/W DUPLEX LASER PRINTER T 044	181042	10/29/10	1,248.00	79407708	3272
LEXMARK T652dnB/W DUPLEX LASER PRINTER T 044	181043	10/29/10	1.248.00	7940790	3222
LEXMARK T652dnB/W DUPLEX LASER PRINTER T 044	181044	10/29/10	1,248.00	794CTBN	3222
LAPTOP, APPLE MACBOOK T 044	180976	10/29/10	1,320.55	4503704FFYN	3222
LAPTOP, APPLE MACBOOK T 044	180977	10/29/10	1,320.55	450410BJFYN	3222
T 044	196874	01/31/11	1,248.00	794K9N7	3222
TO A VINCENT UNITARY IN THE PROPERTY AND A PROPERTY		01/31/11	1,248.00	748487	3222



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11-02240 PRINTER, LEXMARK T652DN B/W 11-02241 PRINTER, LEXMARK T652DN B/W 11-03243 CART, DATAMATION DELL 11-04444 mabook laptops 11-04444 mabook laptops 11-05741 Cisco WAVE 574 Proxy Server 11-80149 WHITEBOARD INTERACTIVE 11-81087 LAMINATOR, GBC PINNACLE 27- 12-02186 APPLE IMAC INTEL W/21.5" LE 12-02191 APPLE IMAC INTEL W/21.5" LE 12-02191 APPLE IMAC INTEL W/21.5" LE 12-04796 APPLE MACBOOK PRO 13" 2.4GH; 12-04796 APPLE MACBOOK PRO 13" 2.4GH; 12-04797 APPLE MACBOOK PRO 13" 2.4GH; 12-04804 APPLE MACBOOK PRO 13" 2.4GH; 12-04805 APPLE MACBOOK PRO 13" 2.4GH; 12-04806 APPLE MACBOOK PRO 13" 2.4GH; 12-04806 APPLE MACBOOK PRO 13" 2.4GH; 12-04807 APPLE MACBOOK PRO 13" 2.4GH; 12-04808 APPLE MACBOOK PRO 13" 2.4GH; 12-04809 APPLE MACBOOK PRO 13" 2.4GH; 12-04806 APPLE MACBOOK PRO 13" 2.4GH; 12-04807 APPLE IMAC INTEL W/21.5" LED 12-04814 APPLE IMAC INTEL W/21.5" LED 12-04821 APPLE IMAC INTEL W/21.5" LED 12-04822 APPLE IMAC INTEL W/21.5" LED 12-04823 APPLE IMAC INTEL W/21.5" LED 12-04824 APPLE IMAC INTEL W/21.5" LED 12-04825 APPLE IMAC INTEL W/21.5" LED 12-04826 APPLE IMAC INTEL W/21.5" LED 12-04827 APPLE IMAC INTEL W/21.5" LED 12-04828 APPLE IMAC INTEL W/21.5" LED 12-04829 APPLE IMAC INTEL W/21.5" LED 12-04831 APPLE AIRBOOK 1.6GH2 - 11" D 12-04831 APPLE AIRBOOK 1.6GH2 - 11" D 12-04831 APPLE AIRBOOK 1.6GH2 - 11" D	BPI NUM ASSET DESCRIPTION	: FPC811 05/02/17 14:00 : LOCN: 3222	PALIBORIST CARDON CONTROL CONT
N B/W DUPLEX LASER TON B/W DUPLEX LASER TON B/W DUPLEX LASER TON B/W DUPLEX LASER TON BY WDSCN TON B/W DUPLEX LASER TON B/W LED GLSY WDSCN TON B/W DUSCN	COND	THE SCHOOL B	
044 196876 044 196877 044 209311 044 227214 044 227219 044 227219 044 272183 044 272183 044 272183 044 272183 044 272183 044 302556 044 302556 044 302556 044 302590 044 302590 044 302591 044 302645 044 302645 044 302645 044 302649 044 302666 044 302666 044 302666 044 302666 044 302666 044 302666 044 302666	COND CLS VOUC	ASSETS LOCATION PNI811	
76 01/31/11 77 01/31/11 77 01/31/11 77 01/31/11 11 03/30/11 12 06/14/11 19 06/14/11 19 06/14/11 10 06/03/11 3 09/16/10 5 12/06/11 3 01/27/12 9 01/27/12 9 01/17/12 2 01/18/1/12 9 06/11/12 9 06/11/12 1 06/11/12 2 06/11/12 2 06/11/12 2 06/11/12 3 06/11/12 9 06/11/12 1 06/11/12 1 06/11/12 2 06/11/12 3 06/11/12 3 06/11/12 6 06/11/12 9 06/11/12 10 06/26/12 10 06/26/12	VOUCHER ACQ DATE	D OF BRITION INVENTORY	
	COST	R O W A R D	
794K9N4 794K9LY 19276 4512301ZGST 4512301ZGST 4512311ZGST MX2115019P SB680R2269374 WC00041H 451450B6GST D25GTOU4DHJF D25GXOPWDHJF D25GXOPWDHJF D25GXOPWDHJF D25GXOPWDHJF C17HC6HGDV13 C17HC6HGDV13 C17HC6HTDV13 C1MHDNHKDV13 C1MHDNHKDV13 C1MHDNJCDV13 C1MHDNJCDV13 C1MHDNPROV13 C1MHD	SEIAL NUMBER	COUNTY	
3222 3222 H400 3222 H400 3222 H400 3222	LOCN PROJISTOLENIP/DI	PAGE 3	



3 ...

: FPC811 05/02/17 14:00 THE SCHOO : LOCN: 3222	HOOL BOARD	O F B	O W A R	D COUNTY	PAGE 4
BPI NUM ASSET DESCRIPTION	1				
	CONDICES VOC	VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCN PROJ STOLEN P/D
APPLE	044 305	305421 06/26/12	1 363 00	002000000000000000000000000000000000000	
APPLE AIRBOOK 1.6GHZ -			1.363.00	COZHOOLIDAN	3222
APPLE AIRBOOK 1.6GHZ - 11"			1,363.00	COZHOOODWWM	3222
ALKBOOK 1.6GHZ - 11"	044 305		1,363.00	C02HO003DWWM	3222
APPLE MACROOK DEG 13" 3 1617 15 15	50		1,363.00	C02HQ008DWWM	3222
APPLE MACROOK PRO 13" 3 1000 13 3 DISPLY				C1MHVWHQDTY3	3222
APPLE MACBOOK PRO 13" 2 4GH2 13 3	88	ex	1,511.75	CIMHVWABDTY3	3222
APPLE MACBOOK PRO 13" 7 4GH7 13 3		1000	.7	C1MHVWBTDTY3	3222
APPLE MACBOOK PRO 13"	044 308607		1 4	C1MHVWGSDTY3	3222
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	044 308620	620 07/25/12	1,511.75	CIMHVWBSDTY3	3222
APPLE MACBOOK PRO 13" 2.4GHZ 13.3			1.511.75	CIMHUMS TOTYS	3222
MACBOOK PRO 13" 2.4GHZ 13.3			4	C1MHVW8EDTY3	3777
APPLE MACBOOK PRO 13" 2.4GHZ 13.3			7	C1MHVW5EDTY3	3222
TELEVISION. FLAT SCREEN TOSASHTON			1,511.75	CIMHVWC2DTY3	3222
PRINTER, LEXMARK T652DN	044 343079	2 2	1,998.00	C28208T24683A2	3222
PRINTER, LEXMARK T652DN B/W DUPLEX		079 12/18/12	1,248.00	7959NPN	3222
PRINTER, LEXMARK T652DN			1,248.00	795HNP4	3777
B/W			1,248.00	795HNPB	3222
APPLE MACBOOK PRO 13" 2 SCHO 13"			1,248.00	795HNP3	3222
APPLE MACBOOK PRO 13" 2.5GHZ	044 343496	196 12/21/12	1,511.00	CO2JHMSSDTY3	3222
MACBOOK PRO 13" 2.5GHZ 13"			1,511.00	CO2JHNL9DTY3	3222
APPLE MACROOK DEG 13" 2.5GHZ 13"			1,511.00	C02JHMT1DTY3	3222
APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY			1,511.00	C02JHMT6DTY3	3222
Toshiba LCD TV 65 in INM TOSE			1,511.00	C02JHMSRDTY3	3222
DELL PRECISION T5600 W/24" FLAT PANEL	044 356266	66 02/15/13	1,998.00	Z4QR3CZCC09322	3222
APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY			1.511.00	CONFERENCES AYEVENT	3222
MACHOOK PRO 13" 2.5GHZ 13" DISPLY			1,511.00	CO2K533NDTY3	3222
APPLE MACROOK DEC 13" 25CH 13"			1,270.88	D25K700MDPNK	3222
APPLE MACBOOK PRO 13" 25CH2 13"			1,511.00	C02K3JNODTY3	3222
APPLE MACBOOK PRO 13" 25GHZ 13"		1000	1,511.00	COKSJLUDTYS	3222
APPLE MACBOOK PRO 13" 25GHZ 13"			1,511.00	C02K3JHYDTY3	3222
ER, LEXMARK C792E COLO		000	1,511.00	C02K3JLYDTY3	3222
PRINTER, LEXMARK C792E COLOR LASER	044 385317	17 06/11/13	3,067.00	5062169472N8M	3222
MED BIN CART			3,808,00	196378	3222
14-00338 TENNANT HEAVY DUTY FLOOR MACHINE		18151 18151	1,205.10	90073310681290	3222
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	- 14 - 5 - 5 - 5 - 5	14-06361 14-06362 14-06434 14-06537 14-06538 14-06541 14-06544 14-06545 14-06546	EPC811
	1 6) 6) 6) 6) 6) 6) 6	BURNISHER, HI-SI VACUUM, WET/DRY PRINTER, LEXMARI IMAC 27-INCH	05/02/17 14:00 3222 ASSET DESCRIPTION
		EED ELECTRIC 20" TENANT 16 GALLON BATTERY OPER MX611DTE LASER/FAX/SCA	THE SC
ннннннннн	+ + + + + + + + + + + +		HOOL BOFIXED ASSETS
	0 0 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	014 014 044 044 044 044 044	COND CLS
476650 476650 476650 476650 476650 476650 476650 476650 476650 476650	476650 476650 476650 476650 476650 476650 476650 476650 476650 476650 476650	473254 473254 472649 476650 476650 476650 476650 476650 476650 476650	O A R D LOCATION PNI811
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1,617,41 1,617,41 1,617,41 1,617,41 1,617,41 1,617,41 1,617,41 1,617,41 1,617,41 1,617,41 1,617,41	1,617.41 1,617.41 1,617.41 1,617.41 1,617.41 1,617.41 1,617.41 1,617.41 1,617.41 1,617.41 1,617.41	1,386.45 1,785.81 2,404.00 1,617.41 1,617.41 1,617.41 1,617.41 1,617.41 1,617.41 1,617.41	OF BROWAR INVENTORY REPORT
D25MW05RF8J9 D25MW08QF8J9 D25MW05XF8J9 D25MW05XF8J9 D25MW091F8J9 D25MW068F8J9 D25MW090F8J9 D25MW089F8J9 D25MW087F8J9	D25MW06PF8J9 D25MW07RF8J9 D25MW07RF8J9 D25MW07RF8J9 D25MW08JF8J9 D25MW08JF8J9 D25MW08ZF8J9 D25MW08ZF8J9 D25MW08ZF8J9 D25MW06ZF8J9 D25MW07XF8J9 D25MW07XF8J9	10685854 10679025 701632HH02D2 D25MW08XF8J9 D25MW05YF8J9 D25MW07WF8J9 D25MW08MF8J9 D25MW08MF8J9	D COUNTY
322 322 322 322 322 322	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	ğ	ZR LOCN
3			PAGE 5
	T 044 476650 06/30/14 1,617.41 D25MW05RF8J9 IMAC 27-INCH	TANKC Z7-INCH T	BURNISHER, HI-SPEED ELECTRIC 20" TENANT T 014 473254 06/12/14 1,785.45 10685854 3222 4 PRINTER, LEXMARK MX611DTE LASER/FRAX/SCAN T 044 472650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 476650 06/30/14 1,617.41 D25MR08XE8.95 3222 1 IMAC 27-INCH T 044 4



MOBILE FOLDING TABLE, 60" MOBILE FOLDING TAB	MORTIE BOTTON	: FPC811 05/02/17 14:00
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1,265,96 1,265,96 1,265,96 1,265,96 1,265,96 1,239,00 1,339,00 1,329,00	COST	O W A R
NONE NONE NONE NONE NONE NONE NONE NONE	SEIAL NUMBER	DCOUNTY
3222 3222	LOCN PROJ STOLEN P/D	PAGE 6



1 of 2

: FPC811 05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY : FIXED ASSETS LOCATION INVENTORY REPORT : LOCN: 3222	PAGE 7
BPI NUM ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER	LOCN PROJ STOLEN P/D
	3222
9-22851 TORSO WARD BIOLOGY TEACH 8IW1150 G 021 80062 02/13/89 1,415.50	3222
CABINET, TRAY TOTE LARGE W/CASTERS #1544 G 001 719547 05/07/91	3222
PIANO KAWAI UST-8 STUDIO WALNUT DAMP CHA G 040 061331 10/09/92 2,498.00	3222
MACHINE GROUT DULEX ZBID-420 G 014 058389 09/23/92	3222
G 016 097137 01/29/93	3222
SCRUBBER, AUTOMATIC, MINUTEMAN MC1700-00 G 014 414444 09/13/96 2,029.68	3222
G 044 340249 01/17/96	3222
TORSO DELUXE TEACHING G 021 488997 08/08/97	3222
TORSO, OPEN BACK W/VERTEBRAE BIO MDL G 016 495644 09/10/97	3222
CABINET, MW84W W/TOOLS G 016 505036 10/24/97	3222
BENCH, WORK FOUR STUDENT G 016 505036 10/24/97	3222
10/24/97 1,382.40	3222
BENCH, WORK FOUR STUDENT G 016 505036 10/24/97 1,382.40	3222
BENCH, WORK FOUR STUDENT G 016 505036 10/24/97 1,382.40	3222
BENCH, WORN FOUR STUDENT	3272
518480 12/17/97 5.123.00	3222
CABINET W/TOOLS G 016 536308 03/11/98 6,719.00	3222
MACHINE ARM CURL, 44"WLX66"H, 410LB SU75 G 020 577356 07/28/98	3222
TELEVISION, STEREO COLOR 35" G 060 666561 08/16/99 1,805.00	3222
CRAFT G 015 626488 03/04/99	3222
NF-3 10/25/00	3222
T 011 NF-3 05/09/08	3222
044 295651 04/30/12	3222
T 013 NF-3 07/01/97	3222
R04-02577 PRINTER, LEXMARK T630N T 044 066838 07/31/03 1,208.00 9912K8T	3222
CART FOR 20 NOTEBOOK T 044 NF-3 07/18/06	3222
044 PC-3 10/08/13	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 1412291K0178740	3222
004 607850 05/20/16	3222
CREDENZA T 001 607850 05/20/16	3222
CREDENZA T 001 607850 05/20/16	3222
044 582115 12/02/15 379.00	SMRT 3222
S16028294 IPAD MINI W/RETINA DISPLAY 32GB - GRAY T 044 582117 12/02/15 299.00 F9FQL5VZFCM6	SMRT 3222
TRE M932 TOUCH 23 T 044 582328 12/02/15 1,290.00	SMRT 3222
16 GHZ T 044 591992 01/20/16 1,060.00	
MACBOOK AIR 11" 16 GHZ T 044 591992 01/20/16 1,060.00	
S1603834Z MACBOOK AIR 11" 16 GHZ T 044 591992 01/20/16 1,060.00 C02QT7W9GFWM	SMRT 3222



: LOCN: 3222	SATTO NECESSARY OF PARTY APPEARS OF SANS	11/20	PNI811	811	REPORT				α
BPI NUM ASSET DESCRIPTION		COND CLS	_!	VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCN	PROJ STOLEN P/D	
		1				***************************************			
AIR 11" 16		н	044 59199	92 01/20/16	1,060.00	C02QT7XWGFWM	SMRT	3222	
MACBOOK AIR II" 16		H	044 59199	2 0	1,060.00	C02QT7YDGFWM		3222	
516038346 MACBOOK AIR 11" 16 GHZ		1 14		. ~	1,060.00	C02QT7W7GFWM		3222	
MACBOOK AIR 11" 16					1,060.00	C02QT7V8GFWM		3222	
MACBOOK AIR 11" 16					1,060.00	C02QT7XUGFWM	SMRT	3222	
MACBOOK AIR 11" 16					1,060.00	C02QT7YMGFWM	SMRT :	3222	
MACBOOK AIR II" 16		-3 ト	044 591997		1,060.00	COZQT7W6GFWM		3222	-20
MACBOOK AIR 11" 16				01/20/16	1,060.00	COZQT/WXGFWM		3222	
MACBOOK AIR 11"				325	1,060.00	COZUL METOCOS		3222	
MACBOOK AIR 11" 16					1,060.00	COZOTTWCGFWM		2222	
11" 16		н			1,060.00	COZOTTY2GEWM	SMRT	3222	
					1,060.00	C02QV2AJGFWM		3222	
MACBOOK AIR 11" 16		-1 ⊢	044 591992		1,060.00	C02QT7Y4GFWM	SMRT 3	3222	
MACBOOK AIR 11" 16				2 01/20/16	1,060.00	COZOTA LEEMM		3222	
MACBOOK AIR 11" 16					1,060.00	C020V2ALGFWM	SMRT	3222	
1 6					1,060.00	C02QT7XSGFWM		3222	
MACBOOK					1,060.00	C02QT7YEGFWM		3222	
MACBOOK AIR 11" 16		3 +	044 591992		1,060.00	C02QT7XMGFWM	SMRT 3	3222	
MACBOOK AIR 11" 16			044 591992	2 01/20/16	1,060.00	COZOTTY COMM		3222	
AIR 11" 16		H C			1,060.00	CO2OT7WBGFWM	S TAMES	7775	
MACROON AIR II 16		H	044 591992		1,060.00	C02QV2AKGFWM		3222	3.
MACBOOK AIR 11"					1,060.00	C02QT7XZGFWM		3222	
MACBOOK AIR 11" 16		3 1-1			1,060.00	C02QT7YKGFWM		3222	
MACBOOK AIR 11" 16		-1 F	044 591992		1,060.00	CO2QT7XYGFWM	SMRT 3	3222	
MACBOOK AIR 11" 16		7 -			1,060.00	COZQT7WPGFWM	SMRT 3	3222	
MACBOOK AIR 11" 16		17 0	044 591992	2 01/20/16	1,060.00	COZOT/YPGFWM		3222	
AP230	2 RADIO 3	3X33 T 0			566 17	2301512161622 COAQL / M3GF MM		3222	
AP230 INDOOR PLENUM	2 RADIO	3 7			566.17	2301512161674	TAME	3222	
TUDOOR PLENUM	2 RADIO	н	044 611108		566.17	2301512161516		3222	
AP230 INDOOR PLENOM	2 RADIO	н			566.17	2301512161468		3222	
AP230	2 RADIO	3 H		2003	566.17	2301511133410		3222	
AP230 INDOOR PLENIM	2010	3 H		000	566.17	2301511133440	SMRT 3	3222	
AP230 INDOOR	2 PADTO 3	3 ⊷		- 53	566.17	2301512161463	SMRT 3	3222	
AP230 INDOOR PLENUM	RADIO		044 611108	502		2301512161563	SMRT 3	3222	
PLENUM		3 1				2301512161432		3222	
	2 RADIO 3	TO O	044 611108	01/01/0	566.17		2000		_



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05/02/17 14:00 3222 AP230 INDOOR PLENUM RATED AP230 INDOOR PLENUM RA								911		•	20		:		arddu o	0011001010
ASSET DESCRIPTION		122	32	WO8128Y70P1	2.769.81	06/07/08	128211	044	3 1	alek		٠ ا	٠ <u>١</u>			000000000000000000000000000000000000000
ASSET DESCRIPTION	- 64	222	32	WQ8128C50P1	2,769.81	06/07/08	128211	044	H	030		2	2.4			08LA0333
ASSET DESCRIPTION		22	32	WQ8128700P1	2,769.81	06/07/08	128211	044	H			2	2.4			08LA0333
ASSET DESCRIPTION		22	32	WQ8129DC0P1	2,769.81	06/07/08	128211	044	H			2	2.4			08LA03329
ASSET DESCRIPTION		77	3.4	MQ8129GY0P1	2,769.81	06/07/08	128211	044	н	.577		2	2.4	е Масво		08LA03328
ASSET DESCRIPTION		22		MORT SANAT	2,769.81	06/07/08	128211	044	н				2.4	е Масво		08LA0332
ASSET DESCRIPTION		222	32	79022HK	1,099.66	06/17/05	002005	044	н		640n	inter-1	S.			05LL03949
OS/OZ/17 14:00		222	32	7902132	1,099.66	06/17/05	002005	044	н		640n	inter-1				05LL03948
OS/OZ/AT/14:00	. 100	22	3 2 2	7902156	1,099.66	06/17/05	002005	044	н		640n	inter-1				05LL0394
OS/OZ/AT 14:00) h	3 L	7902155	1,099.66	06/17/05	002005	044	н		640n	inter-1				05LL03948
OSCOZIT 14:00		22	32	7902159	1,099.66	06/17/05	002005	044	н		640n	inter-1				05LL03945
OS/OZ/17 14:00		22	32	7901K3Z	1,099.66	06/17/05	002005	044	н		640n	inter-1				05LL0394
OS/OZ/17 14:00		22	32	7901HRH	1,099.66	06/17/05	002005	044	н		640n	inter-T				05LL0394
OS-02/17 14:00		22	32	7901K05	1,099.66	06/17/05	002005	044	T		640n	Inter-T				05LL03942
ASSET DESCRIPTION		22	32	7901K30	1,099.66	06/17/05	002005	044	Ħ		640n	inter-1		굿		05LL03941
OS/OZ/17 14:00		22	32	QP5320C9RS4	3,970.32	07/22/05	002005	044	Ť		-	SERVER	SH RAID			05LA3030
OS/02/17 14:00	2000	22	32	QP532076SL2	3,021.23	07/22/05	002005	044	H			ř				05LA00170
OS/02/17 14:00			MS	2301512161702	566.17	04/26/16	611108	044			2					S16059091
05/02/17 14:00 THE SCHOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PRINCED ASSETS LOCATION INVENTORY REPORT PRINCED ASSET DESCRIPTION COND CLE COND CLE COND CLE COND CLE			SM	2301512161529	566.17	04/26/16	611108	044			2					\$16059090
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PW1811 3222 RAP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512133345 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133379 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113379 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113379 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133447 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133447 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133479 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113447 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113447 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511113447 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111646 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111646 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161506 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161506 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33			SM.	2301512161892	566.17	04/26/16	611108	044			2					516059089
ASSET DESCRIPTION	10		M.S.	2301512161566	566.17	04/26/16	611108	044			2					816059088
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT 3222 PNI811 ASSET DESCRIPTION			MS	2301512161697	566.17	04/26/16	611108	044			2					\$16059087
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT SELAL NUMBER LOCATION LOCA			WS	2301512161504	566.17	04/26/16	611108	044			2					\$1605908
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT 3222 PNI811 ASSET DESCRIPTION			MS	2301512161606	566.17	04/26/16	611108	044			2					S16059085
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT 3222 ASSET DESCRIPTION			WS	2301512161699	566.17	04/26/16	611108	044			2					\$1605908
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT 3222 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161313 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512133345 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133849 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133849 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113379 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113379 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133447 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133447 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133447 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133447 SMRT			SM	2301511111646	566.17	04/26/16	801119	044			2					\$1605908
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT 3222 PNIB11 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133345 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161547 SMR7 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161540 SMR7 AP230 INDOOR			MS	2301511133720	566.17	04/26/16	611108	044			2		Service			\$16059082
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT 91811 ASSET DESCRIPTION			MS	2301511133447	566.17	04/26/16	611108	044			2					\$16059081
AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133845 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113385 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113385 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113385 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113385 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113384 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113384 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133845 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133845 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133845 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133845 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3			SM	2301512161596	566.17	04/26/16	611108	044			2					\$16059080
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNIS11 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151261312 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151261273 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151213381 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113381 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113384 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133845 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133845 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133349 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133349 SMRT			MS	2301512161547	566.17	04/26/16	611108	044			2					\$16059079
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNIS11 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133854 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161273 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161273 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151213345 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133845 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133865 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133865 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133865 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133865 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133865 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133865 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133865 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133865 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133847 SMRT			SM	2301511133379	566.17	04/26/16	801118	044		-	2					\$16059078
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNI811 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161373 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113345 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113345 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113345 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113345 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113345 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113345 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113345 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113345 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113345 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151113345 SMR1			SM	2301511133847	566.17	04/26/16	611108	044		25	2					\$1605907
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNI811 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1			SMI	2301511133865	566.17	04/26/16	611108	044			2					\$16059076
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNI811 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161313 SMR1 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161381 SMR1			IMS	2301511133345	566.17	04/26/16	611108	044			2					\$16059075
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNI811 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMRT			SM	2301512161381	566.17	04/26/16	611108	044			2					\$16059074
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNI811 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 23015121313354 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161312 SMRT			IMS	2301512161273	566.17	04/26/16	801119	044		99. :	2					\$1605907
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNI811 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMRT			IMS	2301512161312	566.17	04/26/16	611108	044			2		188			\$1605907
PPC811 05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT LOCN: 3222 BPI NUM ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN 16059070 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMRT			IMS	2301511133854	566.17	04/26/16	611108	044			2					S1605907:
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNIS11 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN			SMI	2301511133529	566.17	04/26/16	611108	044	н		2					S16059070
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT 3222 ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER LOCN													1	1	1	
FPC811 05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY PAGE FIXED ASSETS LOCATION INVENTORY REPORT LOCN: 3222 PNI811	TOLEN P/D		Loci		COST	ACQ DATE	VOUCHER		CON				RIPTION		ASS	BPI NUM
1 05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY PAGE FIXED ASSETS LOCATION INVENTORY REPORT PNIS11	1 1 1 1 1 1 1						1 1 1 1 1 1 1	1	1			1		1	-	
05/02/17 14:00 THE SCHOOL BOARD OF BROWARD COUNTY PAGE					NEFONI		PNI811	855515	LAED						3222	: LOCN:
		PA		COUNT	OWAR		OARD	E B	0 0	0	H		4:00		05/	: PPC811
			1111111			-	1 1 1 1 1 1	-		1	1					:



UPDATED PROPERTY AND INVENTORY REPORT

MAY 15, 2017

ALL ITEMS REMOVED BY CAPITAL ASSETS

: FPC811 05/15/17 9:41 : LOCN: 3272

THE

SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNIB11

PAGE

		1				
BEL NOW ASSET DESCRIPTION	CONDICTS		VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCH PROJ STOLEN P/D
01-01875 TABLE, ROUND 60 INCH	3	1	i			
V01-19652 PROJECTOR, LCD EPSON	0.000	101010		1,363.22	NUNE	3222
100	T 044) (A)	8 06/30/02	1 870 00	3852111	
	7 056			2 471 00	202403636	F202 3222
	T 044			1.208.00	9911597	3222
	7 044		ir i	709.00		3222
PRINTER,	T 044			1,208.00	9913860	3222
-	T 044			1.208.00		3222
	T 019			4.763.32		3222
PROTRAIN	T 020			4.295.00	,	3222
	T 044		35	1,208.00		3222
TABLES, MOBILE FOLDING	T 035			1,028.00		3222
TABLES, MOBILE FOLDING	T 035		1000	1,028.00		3222
MOBILE FOLDING W/ATTACHED	T 035		-	1,028.00		3222
TABLES MORILE FOLDING WATTACHED	T 035			1,028.00		3222
TABLES, MOBILE POLDING	1 0 0 0	016984		1,028.00		3222
TABLES, MOBILE FOLDING W/ATTACHED	T 035		12/13/04	1,028.00	NONE	3222
TABLES, MOBILE FOLDING W/ATTACHED	T 035		12/13/04	1,028.00		3222
OF 1030 DETRIED TRUMBER TOJON B/W LASER	T 044			1,205.00	711	3222
	T 044			1,205.00		3222
05-47028 HHP IMAGE TEAM 3875 SCANNED VIT	3 -			1,721.50	SD0	3222
	7 011	059518	04/28/05	1,365.00		3222
	T 046		06/02/05	13.400.00		3223
IBM SERVER X236, INTEL XEON 2.8	T 044		07/18/05	12,048.17	000000000000000000000000000000000000000	3222
	T 046		10/26/04	2,197.00	σ.	3222
	T 044		10/19/05	2,238.00		3222
07-05395 CLUB CARDIO TRAINING	T 016		10/19/06	1,619.10	66403501	3222
	020 T		11/22/06	4,031.32		3222
	3 -		10/77/70	3,067.00		3222
WHITEBOARD PROMETHEAN W/STAND INSTAL	T 011	231607	10/15/150	1,6//.00	2000	3222
	T 044		06/27/07	1,011.00	0.10	3222
DELL, LAPTOP, D520 W/CD-RW/DVD	T 044	004455	06/27/07	1,441.00		3222
TANBERG T-150 MXP	T 046	183826	09/14/06	177 00		2225
-07-83492 ACTIVBOARD PROMETHEAN	T 011	232531	03/03/07	1,114.90		3222
-07-83493 ACTIVBOARD PROMETHEAN	7 011	77777	03/02/07	1,202.00		3222
	7 044	156767	08/02/07	1,202.00		3222
	T 044	258264	08/09/07	1,499.00	MALCASAPTAL	3222
			֡			1111



: LOCN: 3222

: FPC811 05/15/17 9:41

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SCHOOL BOARD OF BROWARD COUNTY FIXED ASSETS LOCATION INVENTORY REPORT PNIB11

BPI NUM ASSET DESCRIPTION	COND CLS		VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCN PROJ STOLEN P/D
98-00361 APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 17.	3	1	1			
APPLE MACBOOK 1.83GHZ W/CD-RW/DVD	044	258264	4 08/09/07	499.00	W87243EUIAA	3227
-08-04595 DELL DESKTOP WS390 W/20 FLAT PANEL/DVD+/	T 044		37586 1686	1.748.00	8981801	4444
	T 044			1,499.00	W87329PLZ5V	3222
-08-08733 32 ACTIVOTE 2.4GHZ	T 011			2.702.00	32220008	2000
	T 044			1.506.00	JMIOGGI	3727
	H			1,002.00	394	2222
WHITEBOARD, INTERACTIVE SMART BOARD	H			1.002.00	SB680R2A69847	2000
	н			1,505.00	W88152SG0P0	3222
2 puo	T 044			1.505.00	W88152RJ0P0	3222
CORE 2 DUO	T 044			1.505.00	W881521110P0	3777
ACTIVEXPRESSION 32	1 011			2,195.00	32220007	3222
APPLE MACBOOK PRO	T 044			3,299.00	W8837045YP3	3222
	T 044	106082		2,729.00	W89341RU8YA	
APPLE MAC	н			2,729.00	W89341QN8YA	
PRINCEN, DENEMENT TOSCON BY W DO	1 +1			1,423.50	793N3BW	
10-03741 AB378PUS ACTIVEDARD 378PRO 78" ACTIVEBUA	7 011			1,169.00	C0912220080	G400 3222
AB378PUS ACTIVBOARD 378PRO 78"	٦,	138869	01/01/10	1,169.00	C0813330078	
ACTIVBOARD 378PRO 78"	н		3	1,169.00	C0912220077	G400 3222
AB378PUS ACTIVBOARD 378PRO 78"	н		2020	1,169.00	C0912220076	
APPLE MACBOOK 2.0 GHZ 13.3	T 044	142331		1,553.00	W801014M66H	
AB378PUS ACTIVBOARD 378PRO 78"	T 011	137681		1,169.00	C0911120513	
AB378PUS ACTIVBOARD 378PRO 78"	T 011	13768	03/04/10	1,169.00	C0911120514	G400 3222
AB378PUS ACTIVBOARD 378PRO 7	T 011	137681		1,169.00	C0911120515	
APPLE MACBOOK 2.0 GHZ 13.3"	T 044			1,553.00	WQ017P7XATK	
APPLE MACBOOK 2.0 GHZ 13.3"	T 044			1,553.00	WQ017P8EATM	3222
APPLE MACBOOK 2.0 GHZ 13.3"	T 044		06/01/10	1,553.00	WQ017P9WATH	3222
	T 044			1,553.00	W8017ZXNATH	3222
-11-000199 DEFENDING DEC 288 DETENTION	T 083	157784		1,310.86	B10F00530	3222
AB378PUS ACTIVEDADD 178PED 78"	1 -	100934		1,033.33	1007016	
	7 000	181041		1,109.00	CICOSTIONS	G400 3222
LEXMARK T652dnB/W DUPLEX LASER	T 044	181042	10/29/10	248 00	7040708	3222
T652dnB/W DUPLEX LASER	T 044	181043		248 00	7940790	2222
T652dnB/W DUPLEX LASER	T 044	181044		1.248.00	794CTBN	3727
11-01361 LAPTOP, APPLE MACBOOK	T 044	180976		1.320.55	4503704FPYN	7777
LAPTOP, APPLE	T 044	180977		1,320,55	4504 10BJEYN	3222
"-17-02238 PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T 044	196874	01/31/11	1.248.00	794X9N7	1777
LEXMARK T652DN B/W DUPLEX	T 044	196875	01/31/11	1 248 00	7948900	3222
			44/46/40	10.00	7ACURE!	3///



PAGE 2

: FPC811 05/15/17 9:41 : LOCN: 3222	THE SCHOOL	SSETS	OARD LOCATION PNIB11	OF BR INVENTORY	O W A R D REPORT	COUNTY		PAGE
BPI NUM ASSET DESCRIPTION	Сомр	CONDICLS	VOUCHER ACQ DATE	ACQ DATE	COST	SEIAL NUMBER	LOCN	LOCH PROJ STOLEN P/D
			1				1	
	B/W DIIDIEY INCED T	2 4		11/16/11	1,248.00	1947984	3222	
CART, DATAMATION	T TOTAL DEFENCE AND THE	0 0 0		11/15/10	1,248.00	/94K9LY	3222	3
mabook laptops	·-j ·	044	227214	06/14/11	1, 17, 30	451230YOGST		2225
mabook	ri :	044		06/14/11	1.037.30	45123112GST	8400	3777
21-05741 Cisco WAVE 574 Proxy Server	rver	044		06/03/11	6, 146.85	MX2115019P	3222	
	н	011		09/17/10	1,999.00	SB680R2269374	3222	
	н	044		12/06/11	1,037.30	451450B6GST		3222
APPLE IMAC	LED GLSY WDSCN T.	044		01/27/12	1,307.85	D25GTOU4DHJF		
APPLE IMAC	LED	044		01/27/12	1,307.85	D25GT0U8DHJF	3222	
APPLE IMAC INTEL	LED	044		01/27/12	1,307.85	D25GX0PNDHJF	3222	
12-02131 APPLE IMAC INTEL W/21.5	LED GLSY WOSCH T	044		01/27/12	1,307.85	HOW	3222	
APPLE MACROOK DEG 17"	ACHI 13 DIEDIY T	044		71/81/10		7951TBX	3222	
APPLE MACBOOK PRO 13"		044	302558	06/11/12	1.511.75	CITHCCHCDVI3	3222	
APPLE MACBOOK PRO 13"	13.3	044		06/11/12		CIMHDRAWDV13	3222	
APPLE HACBOOK PRO 13"	2.4GHZ 13.3 DISPLY T	044		06/11/12		C17HC6HTDV13	3222	
; ;	13.3	044		06/11/12		С1МНОМНКДУ13	3222	
APPLE MACBOOK PRO 13"	2.4GHZ 13.3 DISPLY T	044	302591	06/11/17	1,511,75	CI ARCPONDO 13	3222	
PRO 13"	13.3	044		06/11/12		CIMHDRIYDV13	3222	
APPLE MACBOOK PRO 13"	.4GHZ 13.3 DISPLY T	044		06/11/12	OTTO DE	CIMHDNPRDV13	3222	
MACHOOK PRO 13	4GHZ 13.3	044		06/11/12		CIMHDRQLDV13	3222	
AZ-04816 APPLE IMAC INTEL W/Z1.5"	" LED GLSY WDSCN T	044	302640	06/11/17	1,307.85	D25HP1KADHJF	3222	
APPLE IMAC INTEL	TED GTSA	044		06/11/12		D25HP1KJDHJF	3222	
APPLE IMAC INTEL	LED GLSY	044		06/11/12		D25HP1KEDHJF	3222	
APPLE IMAC INTEL	LED GLSY	044		06/11/12	-	D25HP1KFOHJF	3222	
TANC INTEL	LED GLSY	044		06/11/12	1/170	D25HP1KLDHJF	3222	
12-04827 APPLE IMAC INTEL W/21.5"	TED GISY WOSCN I	044	202662 (06/11/12	1,000	D25HP1KKDHJF	3222	
APPLE IMAC INTEL	LED GLSY	04		06/11/12	1.307.85	D25HP1KGDH.IF	2225	
APPLE IMAC INTEL	LED GLSY	044		06/11/12	200	D25HP1KDDHJF	3222	
0.000	" LED GLSY WDSCN T	044		06/11/12	700	D25HP1KMDHJF	3222	
APPLE AIRBOOK 1.6GHZ -	DSFLY -	044		06/26/12	0.000	COZHQOZZDWWM	3222	
STORE ATREON	DSPLY	044		06/26/12	1995	CO2HQ02ADWWM	3222	
12-04834 APPLE AIRBOOK 1 5092	,	044		06/26/12		C02HQ02ZDWWM	3222	
APPLE AIRBOOK 1 6CH7	11" DSPLY - CART T	044	305420	06/26/12	1,363.00	COZHQOJADWWM	2222	
- 9000 - 1000011		-		** ** **		***************************************	1111	

LOCN: 3222	FIXED A	SSET	O A R D LOCATION PNIS11	OF BR	REPORT	DCOUNTY		PAGE
BPI NUM ASSET DESCRIPTION	COND	COND CLS	VOUCHER	VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCN	PROJ STOLEN P/D
APPLE AIRBOOK 1.6GHZ - 11" DSPLY -	CART	044	305422	06/26/17	1,363.00	C02HQ011DWWM	3222	
APPLE AIRBOOK 1.6GHZ - 11" DSPLY -	CART	044	305424	06/26/12	1,363.00	WAMGEOOGHZOO	3222	
APPLE AIRBOOK 1.6GHZ - 11" DSPLY -	CART	044	305425	06/26/12	1,363.00	COZHOODROWWM	7775	
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	DISPLY T	044	308604	07/25/12	1,511.75	CIMHVWHODTY3	3222	
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	DISPLY T	044	308605	07/25/12	1,511.75	CIHHVWABDTY3	3222	
MACBOOK PRO 13 2.4GHZ 13.3	DISPLY T	044	308606	07/25/12	1,511.75	CIMHVWBTDTY3	3222	
APPLE MACROON PRO 13" 2 46HZ 13.3	DISPLY T	044	308607	07/25/12	1,511.75	C1MHVWGSDTY3	3222	
APPLE MACROOK PRO 13 2 ACUR 13 3	T ATASIG	044	809808	07/25/12	1,511.75	C1MHVWBSDTY3	3222	
APPLE MACBOOK PRO 13" 2.4GHZ 13.1	DIABLY	2 4	308623 07980F	07/25/12	1,511.75	C1MHVWBFDTY3	3222	
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	DISPLY	044	308625	07/75/12	1,511.75	CIMHAM2SOLA 3	3222	
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	DISPLY T	044	308626	07/25/12	1,511.75	CIMHUMSEDTY3	3222	
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	DISPLY T	044	308628	07/25/12	1,511.75	CIMHVWCZDTY3	3222	
SCREEN TOSESHT20 6	65	060	333009	11/08/12	1,998.00	C28208T24683A2	3222	
PRINTER. LEXMARK T652DN B/W DUDLEY	LASEK I	244	342078	12/18/12	1,248.00	795HNPN	3222	
PRINTER, LEXMARK T652DN B/W DUPLEX	LASER T	044	342170	12/18/12	1,248.00	705UNDA	3222	
PRINTER, LEXMARK T652DN B/W DUPLEX	LASER T	044	342171	12/18/12	1,248.00	795HNPB	3322	
PRINTER, LEXMARK T652DN B/W D	LASER T	044	342172	12/18/12	1,248.00	795HNP3	3222	
MACBOOK PRO 13" 2.5GHZ 13"	DISPLY	044	343495	12/21/12	1,511.00	C02JHMSSDTY3	3222	
APPLE MACEOON PRO 13" 7 ECH2 13"	DISPLY	044	343496	12/21/12	1,511.00	C02JHMREDTY3	3222	
APPLE MACBOOK PRO 13" 2 SGHZ 13"	DISPLE T	44	343497	12/21/12	1,511.00	COZJHNL9DTY3	3222	
APPLE MACBOOK PRO 13" 2.5GHZ 13"	DISPLY T	044	343499	12/21/12	1,511.00	CONJUNTATION	3222	
APPLE MACBOOK PRO 13" 2.5GHZ 13"	DISPLY T	044	343500	12/21/12	1.511.00	COZJEMSRDTY	2222	
Toshiba LCD TV 65 in	4	060	356265	02/15/13	1,998.00	24QR3CZCC09322	3222	
DELL PRECISION TS600 W/24 FLAT I	н	044	356266	02/15/13	2,730.47	1MDADX6	3222	
	1 +1	044	363716	03/15/13	1,511.00	COZKSSTHDTY3	3222	
APPLE IMAC INTEL W/21.5" UPGRADE		44	11/595	51/51/50	1,511.00	CO2K533NDTY3	3222	
APPLE	·<	044	384594	06/07/13	1,270.88	COSK / UUMUPNK	3222	
APPLE MACBOOK PRO 13" 25GHZ 13"	H	044	384630	06/07/13	1,511.00	COKSSILUDTYS	1777	
MACBOOK PRO 13" 25GHZ 13"	н	044	384631	06/07/13	1,511.00	COZK3JHYDTY3	3222	
PRINTER LEXMANK C797F COLOR	1 -)	044	384489	06/07/13	1,511.00	CO2K3JLYDTY3	3222	
PRINTER LEXMARK	3 ⊦	4	BILLER	51/11/00	3,067.00	5062169472NBM	3222	
0	-1 +	2 2 2 2	LACCOL	06/17/13	3,067.00	9472119	3222	
	н	014	473253	06/12/14	1,205.10	90073310681790	2225	
TW-Coost BURNISHER, HI-SPEED ELECTRIC 20" TEN	TENANT T	014	473254	06/12/14	1,386.45	10685854	3222	



https://webapp.browardschools.com/optispool/ospoolprint/OSPrint2.aspx?first=0&user=...

Set 1 Mark ASSET DESCRIPTION	: FPC911 : LOCN: 3	05/15/17 9:41 THE SC 3222	FIXED	O L D ASS	B O	HOOL BOARD FIXED ASSETS LOCATION PNIB11	O F B	20	DCOUNTY	PAGE	5
PRANSCAN T 014 473254 06/12/14 1,785.81 10679025 PRANSCAN T 044 476650 06/30/14 1,617.41 D254M908XEBJ9 3222 HUN IGE	ASSET DESCRIPTION	10	CONC	STS	VOUCHER	ACQ DATE	COST		LOCH PROJ STO	TEN [P/D]	
(FRX/SCAN T 044 472649 06/10/14 2,404.00 70053HH02DZ9 T 044 476650 06/30/14 1,617.41 D25HM08KP8J9 T 044 476650 06/30/14 1,617.41 D25HM08KP8J9 T 044 476650 06/30/14 1,617.41 D25HM05KP8J9 T 044 476650 06/30/14 1,617.41 D25HM05KP8J9 T 044 476650 06/30/14 1,617.41 D25HM08KP8J9 T 044 476650 06/30/14 1,617.41 D25HM09KP8J9 T 044 476650		WET/DRY 16 GALLON	æ	T O		473254	06/12/14	1 785.81	- 1	,	
T 044 476650 06/30/14 1,617.41 D25HMOSKP8J9 T 044 476650 06/30/14		LEXMARK MX611DTE	CAN			472649	06/10/14	2,404.00		2226	
T 044 47655 06/30/14 1,617.41 D25HMOSER8J9 T 044 476650 06/30/14 1						476650	06/30/14	1,617.41		3222	
T 044 476550 06/30/14 1,617.41 D25HW05YF8J9 T 044 476550 06/30/14 1,617.41 D25HW05HF8J9 T 044 476650 06/30/14 1,617.41 D25HW06HF8J9 T 044 476650 06/30/14 1,617.41 D25HW08HF8J9 T 044 476650 06/30/14						476650	06/30/14	1,617.41	D25HW08NF8J9	3222	
T 044 476550 06/30/14 1.617.41 D25HW0SHFBJ9 T 044 476550 06/30/14 1.617.41 D25HW0SHFBJ9 T 044 476550 06/30/14 1.617.41 D25HW0SHFBJ9 T 044 476650 06/30/14						476650	06/30/14	1,617.41	D25MW05YF8J9	3222	
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T 044 476550 06/30/14 1,617.41 D25HW08REBJ9 T 044 476650 06/30/14 1,617.41 D25HW07REBJ9 T 044 476650 06/30/14 1,617.41 D25HW07REBJ9 T 044 476650 06/30/14 1,617.41 D25HW07REBJ9 T 044 476650 06/30/14 1,617.41 D25HW08REBJ9 T 044 476650 06/30/14						25550	06/30/14	1,617.41	DZ5MW07WF8J9	3222	
T 044 476550 06/30/14 1,617.41 D25HNOBREBJ9 T 044 476560 06/30/14 1,617.41 D25HNOBREBJ9 T 044 476560 06/30/14 1,617.41 D25HNOBREBJ9 T 044 476560 06/30/14 1,617.41 D25HNOBREBJ9 T 044 476550 06/30/14						476650	06/30/14	1,511.41	DZ5MWO5MF8J9	3222	
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T 044 47650 06/30/14 1,617.41 D25HW087F8J9 T 044 476650 06/30/14 1,617.41 D25HW07AF8J9 T 044 476650 06/30/14 1,617.41 D25HW07AF8J9 T 044 476650 06/30/14 1,617.41 D25HW08FF8J9 T 044 476650 06/30/14 1,617.41 D25HW08FF8J9 T 044 476650 06/30/14 1,617.41 D25HW07GF8J9 T 044 476650 06/30/14 1,617.41 D25HW07GF8J9 T 044 476650 06/30/14 1,617.41 D25HW07GF8J9 T 035 477154 07/09/14 1,617.41 D25HW07GF8J9 T 035 477154 07/09/14 1,599.00 NONE TH BENC T 035 483051 08/19/14 1,265.96 NONE TH BENC T 035 483051 08/19/14 1,265.96 NONE						76650	06/30/14	1,617.41	D25MW089F8J9	3222	
T 044 476550 06/30/14 1,617.41 D25MW07AF8J9 T 044 476650 06/30/14 1,617.41 D25MW06CF8J9 T 044 476650 06/30/14 1,617.41 D25MW06CF8J9 T 044 476650 06/30/14 1,617.41 D25MW07GF8J9 T 044 476650 06/30/14 1,617.41 D25MW07GF8J9 T 044 476650 06/30/14 1,617.41 D25MW07GF8J9 T 044 476650 06/30/14 1,617.41 D25MW08YF8J9 T 035 477154 07/09/14 1,595.00 NONE ITH BENC T 035 483051 08/19/14 1,265.96 NONE ITH BENC T 035 483051 08/19/14 1,265.96 NONE			1 L	2		76650	06/30/14	1,617.41	D25MW087F8J9	3222	
T 044 47650 06/30/14 1,617.41 D25MW06CEBJ9 T 044 476650 06/30/14 1,617.41 D25MW06CEBJ9 T 044 476650 06/30/14 1,617.41 D25MW07GEBJ9 T 044 476650 06/30/14 1,617.41 D25HW07GEBJ9 T 044 476650 06/30/14 1,617.41 D25HW07GEBJ9 T 044 477650 06/30/14 1,617.41 D25MW08YEBJ9 T 035 477154 07/09/14 1,599.00 NONE ITH BENC T 035 483051 08/19/14 1,265.96 NONE ITH BENC T 035 483051 08/19/14 1,265.96 NONE			٠.	200		76650	06/30/14	1,617.41	D25MW07AF8J9	3222	
T 044 476650 06/30/14 1,617.41 D25HW08PFBJ9 T 044 476650 06/30/14 1,617.41 D25HW07GFBJ9 T 044 476650 06/30/14 1,617.41 D25HW07GFBJ9 T 034 476650 06/30/14 1,617.41 D25HW08YFBJ9 T 035 477154 07/09/14 1,599.00 NONE TTH BENC T 035 483051 08/19/14 1,265.96 NONE ITH BENC T 035 483051 08/19/14 1,265.96 NONE			٦,	200		3666	67,067,30	1,017.41	DZ5MW06CF8J9	3222	
T 044 476550 06/30/14 1.617.41 D25MW070F8J9 T 044 476650 06/30/14 1.617.41 D25MW070F8J9 T 044 476650 06/30/14 1.617.41 D25MW08YF8J9 T 035 477154 07/09/14 1.599.00 NONE ITH BENC T 035 483051 08/19/14 1.265.96 NONE ITH BENC T 035 483051 08/19/14 1.265.96 NONE			1 -			16660	06/30/14	1,617.41	D25MW08PF8J9	3222	
T 044 476550 06/30/14 1.617.41 D25HW070FBJ9 T 035 477154 07/09/14 1.599.00 NONE ITH BENC T 035 483051 08/19/14 1.265.96 NONE ITH BENC T 035 483051 08/19/14 1.265.96 NONE			٠,	25.17 2000		78650	06/30/14	1,617.41	D25MW07GF8J9	3222	
T 035 477154 07/09/14 1,594.00 HORE TH BENC T 035 483051 08/19/14 1,265.96 HONE TH BENC T 035 483051 08/19/14 1,265.96 HONE			н.	2			04/30/14	1,01/.41	D25HW07QF8J9	3222	
ITH BENC T 035 483051 08/19/14 1,265.96 NONE			H	03		-	07/09/14	599 00	NONE DESIGNATIONS	3222	
ITH BERC T 035 483051 08/19/14 1,265.96 NONE		TABLE, 60" ROUND WITH	ñ T	03			08/19/14	1 365 06	NONE	3222	
		TABLE, 60° ROUND WITH	ř ř	03		,	08/19/14	1,265.96	NONE	3222	
On IMAC 27-inch											
District 27-inch	٠,										
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: FPC811 05/15/17 9:41 LOCN: 3222	THE SCHO	O L	SETS	HOOL BOARD FIXED ASSETS LOCATION PNI811	OF BROWA N INVENTORY REPORT	O W A R D	COUNTY	PAGE
BPI NUM ASSET DESCRIPTION	ļo	CONDICTS		VOUCHER	VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCN PROJ STOLEN P/D
ľ		-	i					
MOBILE FOLDING	ROUND WITH BENC	H	035	483051	08/19/14	1,265.96	NONE	3222
MOBILE POLDING	ROUND	H	035	483051	08/19/14	1,265.96	NONE	2222
PORTER FOLDING	ROUND	-3	035	483051	08/19/14	1,265.96	NONE	3272
PATOTO	ROUND WITH	н	035	483051	08/19/14	1,265.96	NONE	3222
משונים משונים מו		н	035	483051	08/19/14	1,265.96	HONE	3222
		1 11	044	500161	10/10/14	1,339.00	51212	3222
		1	044	500161	10/10/14	1,339.00	40842	3222
15-04239 LAPTOP CART - PARTH WALK) н	044	505939	11/04/14	3,096.00	7463479906D40	3222
	CARL SO USER	1	044	531274	03/24/15	1,339.00	52226	3222
) H		544940	05/22/15	2,240.35	7983	3222
		3 -		22122	61/67/15	1,399.00	C02PV661FVH5	3222
MACBOOK PRO		-1 +	044	221250	06/25/35	1,329.00	COZPVXSTFVH3	3222
APPLE				551350	06/25/15	1 329 00	COSEANOR AND	3222
APPLE MACBOOK PRO		7	044	551350	06/25/15	1,329.00	C029VXSXFVH3	3777
MACHOOK PRO				551350	06/25/15	1,329.00	C02PVXSYFVH3	3222
15-05981 APPLE MACROON PRO 13				551350	06/25/15	1,329.00	C02PVXSZFVH3	3222
APPLE MACBOOK PRO		2 8		055150	06/25/15	1,329.00	C02PVXT1FVH3	3222
APPLE MACBOOK PRO		-1 -	044	771750	06/36/15	1,329.00	COZPVXTZFVH3	3222
APPLE MACBOOK PRO				551350	06/25/15	1,369.00	CONTRACTOR	3222
APPLE					06/25/15	1.329.00	COSPUYTSPVH3	3222
APPLE MACBOOK PRO		7			06/25/15	1,329.00	CO2PVXT6FVH3	3222
MACBOOK PRO		H O		551350	06/25/15	1,329.00	CO2PVXT7FVH3	3222
APPLE MACHON PRO		1			06/25/15	1,329.00	COZPVXT8FVH3	3222
		1 1			06/25/15	1,329.00	CO2PVXT9EVH3	3222
APPLE MACBOOK PRO) H			06/25/15	1,329.00	C02PVXTAFVH3	3222
APPLE MACBOOK PRO) ·	044	\$2135 \$CCTCC	06/25/15	1,329.00	CO2PVXTBEVH3	3222
		0			06/35/15		COCPURATORVHS	3222
		7 0			08/25/15	1.809.00	COCEANIDEANS	2222
	•	7 0			12/11/15	1,595.00	CL65017536	3222
SERVER POWEREDCE B330	JAMES OH OV	0			03/16/16		ST-700-006136	3222
		9 1-3		- 22	17.70		B7GT382	3222
ZEUS IPTV ENCODER SDI,	HDMI, SDI INPUT	 	044	2500000			IDN53	3222
SERVER, POWEREDGE R330		0					20000101165210001	3222
					05/09/86	3,000.00	JOH! XGZ	3222
TOOLS WOODWORKING #TSINCT			016				NONE	2222
			021				300000	2112



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THE SCHOOL BOARD OF BROWARD FIXED ASSETS LOCATION INVENTORY REPORT PNIB11

COUNTY

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		PNIBIL				
BPI NUM ASSET DESCRIPTION	COND CLS		VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCA PROJ STOLEN DIO
			***************************************			10000 100000000000000000000000000000000
	4 G 001	719547	05/07/91	1.356.31	32220007	3333
73-2370 WARNING CRAW STUDIO WALNUT DAMP CHA	G	061331	10/09/92	2,498.00	A7541	7 (()
CABINET SHOP CENERAL 1556 TAGE	0.55	058389	09/23/92	2,253.00	5683	3222
	6	097137	01/29/93	1,271.70	32220004	3222
-96-18466 PRINTER, POSTER PRO LX MAC	າດ	414444	09/13/96	2,029.68	7960092	3222
	200	240249	01/1//96	3,196.00	41206703	3222
	170	/ KARR	16/80/80	1,339.80	04220006	3222
CABINET, MW84W W/TOOLS	010	440044	16/01/60	1,385.00	04220007	3222
	010	505036	16/57/01	4,410.00	NONE	3222
BENCH,	010	505036	10/24/9/	1,382.40	NONE	3222
BENCH, WORK FOUR	010	202036	16/67/01	1,382.40	NONE	3222
BENCH, WORK	016	505036	10/24/91	1,382.40	NORE	3222
BENCH,		505036	10/24/97	1 382 40	NONE	3222
-97-00161 CANTEL CONTROL STUDIO YAMAHA	6 040	513185	11/26/97	2,965.00	T219378	3222
900	G 016	518480	12/17/97	5,123.00	NONE	3727
MACHINE ARM CHRI MATTINGETH AND THE	ด	536308	03/11/98	6,719.00	NONE	3222
	ເດ	577356	07/28/98	2,199.00	014931	3222
	200	195959	66/91/80	1,805.00	9066356	3222
	T 058	NE-3	10/25/00	2 136 00	83015188/	3222
	T 011	NF-3	80/60/50	2,195.00	04220011	3222
A98-90716 MIVED WALTE ORD IPAD POWERSYNC	T 044	295651	04/30/12	2,577.57	04220015	3222
	T 013	NF-3	07/01/97	1,599.00	111036176	3222
-RO7-28408 BRETFORD CART FOR 30 MONTECON	T 044	066838	07/31/03	1,208.00	9912KBT	3222
	044	NF-3	07/18/06	1,399.95	32220001	3222
	1 0 0 4 4	PC-3	10/08/13	1,799.00	79G60TZ	3222
	040	520217	11/80/71	1,406.00	A100222G	3222
	T 004	607850	05/30/15	1,450.00	1412291K0178740	3222
	1 001	607850	05/20/16	1,155,31	NONE	3272
	T 001	607850	05/20/16	1,155.31	NONE	2220
IPAD MINT E/BETTIN DICTION CORAY	T 044	582115	12/02/15	379.00	DMPQLR7FFK10	-
LENOVO THINKCENTRE		582117	12/02/15	299.00	F9FQL5VZFCM6	
		582328	12/02/15	115	HJ0369T4	
MACBOOK AIR 11" 16	1 - 0	26765	01/20/16		CO2QT7X3GFWM	SHRT 3222
MACBOOK AIR 11" 16		501007	91/02/10		COZOT7V9GFWM	SMRT 3222
MACBOOK AIR 11" 16	T 044	591997	91/00/10	21.57	COZQT7W9GFWM	207
16	1044	591992	01/20/10	1,050.00	COZOTT/XWGFWM	
					CONTACT LIBRARY	SMKT 3222



SPT NUM ASSET DESCRIPTION	: FPC811 05/15/17 9:41 : LOCN: 3222	THE SCHO	HOOL BO	LOCATION PNIB11	OF BROWA	O W A R D	COUNTY		PAGE
6 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 6 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 7 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 8 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16 GHZ 7 044 591992 01/20/16 1,060.00 CO2QT7WGFRM SHRT 9 MACEDON AIR 11" 16	i – i	lc	:	VOUCHER		COST	SEIAL NUMBER	LOCH	PROJ STOLEN
MACBOOK AIR	MACBOOK AIR 11" 16					S 1			
MACEBOOK AIR 11	MACBOOK AIR 11" 16		7 044	591992	01/20/16		COZOTTV8GFWM		3222
MACBOOK AIR 1 16 GHZ	MACBOOK AIR 11" 16		T 044	591992	01/20/16	770	C020T7XUGFWM		3222
MACBOOK AIR 11 16 GHZ	MACBOOK AIR 11" 16		T 044	591992	01/20/16	-	COZOTY YNGEWM	SMRT	3222
MACBOOK AIR 11 16 GHZ	MACBOOK AIR 11" 16		T 044	591992	01/20/16	_	C02QT7W6GFWM	33.0	3222
MACBOOK AIR II 1 16 GHZ MACBOOK AIR II 1 16 G	MACBOOK AIR II 16		T 044		01/20/16	-	C02QT7WXGFWM		3222
HACBOOK AIR 11" 16 GHZ	MACBOOK AIR II" 16		044		01/20/16		C0ZQT7VQGFWM		3222
MACBOOK AIR 1 16 GHZ	MACBOOK AIR 11" 16			591992	01/20/16		WASCALLOND		3222
SHACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16			591992	01/20/16	7000	C020T7Y2GFWM		3222
HACEBOOK AIR 11" 16 GHZ HACEBOOK AIR 11" 16 G	MACBOOK AIR 11" 16		100 0 281		01/20/16		C02QV2AJGFWM		3222
MACBOOK AIR 11" 16 GHZ MACBOO	MACBOOK AIR 11" 16				01/20/16	0000	CO2QT7Y4GFWM		3222
MACBOOK AIR 11" 16 GHZ MACBOOK AIR 11" 10 GHZ MACBOO	MACBOOK AIR 11" 16		044		01/20/16		CO2QT7VTGFWM		3222
MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16				01/20/16		COZOVZALGEWM		3222
MACBOOK AIR 1" 16 GHZ	MACBOOK AIR 11" 16				01/20/16	2000	COZQT7XSGFWM		3222
MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16				01/20/16		COZQT7YEGFWM		3222
MACBOOK AIR 11" 16 GHZ MACBOOK AIR 11" 10 GHZ MACBOO	MACBOOK AIR 11" 16		7 044		01/20/16		COZOT / XMGFWM		3222
MACBOOK AIR 11" 16 GHZ MACBOO	MACBOOK AIR 11" 16				01/20/16	1100	COZOT7YOGEWM		3222
MACBOOK AIR 11" 16 GHZ MACBOO	MACBOOK AIR 11" 16				01/20/16	3.50	C02QT7WBGFWM		3222
HACBOOK AIR 11" 16 GHZ	MACBOOK AIR II 16				01/20/16	0/255	C02QV2AKGFWM		3222
HACBOOK AIR 11" 16 GHZ T 044 591992 01/20/16 1,060.00 C02QT7WGFWM SHRT 16 GHZ HACBOOK AIR 11" 16 GHZ T 044 591992 01/20/16 1,060.00 C02QT7WGFWM SHRT 17 040 591902 01/20/16 1,060.00 C02QT7WGFWM SHRT 17 040 591902 01/20/16 1,060.00 C02QT7WGFWM SHRT 17 040 591902 01/20/16 566.17 2301512161922 SHRT 17 040 591902 01/20/16 566.17 2301512161922 SHRT 17 040 591902 01/20/16 566.17 2301512161674 SHRT 17 040 591902 01/20/16 566.17 2301512161674 SHRT 17 040 591902 01/20/16 566.17 2301512161674 SHRT 17 040 01/26/16 566.17 2301512161674 SHRT 17 040 01/26/16 566.17 2301512161674 SHRT 17 040 01/26/16 566.17 2301512161468 SHRT 17 040 01/26/16 566.17 2301512161463 SHRT 17 040 01/26/16 566.17 2301512161463 SHRT 17 040 01/26/16 566.17 2301512161463 SHRT 17 040 01/26/16 566.17 2301512161432 SHRT 17 040 01	MACBOOK AIR 11" 16				01/20/16	1,060.00	COZQT/XZGEWM		3222
MACBOOK AIR 1" 16 GHZ	HACBOOK AIR 11" 16				01/20/16	1,060.00	C02QT7XYGFWM		3222
MACGOOK AIR 11 16 GHZ T 044 591992 01/20/16 1,060.00 C02QTYXPGFWM SMRT MACGOOK AIR 11 16 GHZ T 044 591992 01/20/16 1,060.00 C02QTYXPGFWM SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161574 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161516 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161616 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161468 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151133410 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151133410 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161463 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161463 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161463 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161432 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161432 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161432 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161432 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 56	MACBOOK AIR 11" 16				01/20/16	1,060.00	CO2QT7WPGFWM		3222
AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161522 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 23015121615674 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161516 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161468 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512133410 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133440 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161463 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161463 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161432 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161432 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301512161432 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 230151111111 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMRT AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 T 044 611108 04/26/16 566.17 2301511133529 SMRT AP230 INDOOR PLENUM RATED, 2 R	MACBOOK AIR 11" 16				01/20/16	1,060.00	C02QT7YPGFWM		3222
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AP230 EMPONE PLEATUR BALEU, A RADIO 3X33 T 044 611108 04/26/16 566.17 230151133529 SWRT	APCJO INDOOR PLENUM	2 RADIO			04/26/16	17	2301511111115		3222
	AP230 INDOOR PLENUT	2 PADTO			04/26/16	17	2301511133529		3222



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BPI NUM	ASSET DESCRIPTION	_	CONDICTS	VOUCHER ACO DATE	ACO DATE	COST	SEIAL NUMBER	LOCN	PROJ STOLEN P/D
\$16059072	AP230 INDOOR PLENIM RATED 7 RADIO	ELAR OF	7 044	611100	04/36/16	566 173	33016131313		
S16059073	INDOOR PLENUM RATED, 2		T 044	611108	04/26/16	566.17	2301512161273	CHRI	7777
	RATED, 2		T 044	611108	04/26/16	566.17	2301512161381	SMRT	3222
	AP230 INDOOR PLENUM RATED, 2 RADIO	10 3X33	T 044	611108	04/26/16		2301511133345	SMRT	3222
	INDOOR	10 3x33	T 044	811108	04/26/16		2301511133865	SMRT	3222
	AP230 INDOOR PLENUM RATED, 2 RADIO	TO 3X33	T 044	801119	04/26/16	1000	2301511133847	SMRT	3222
	INDOOR PLENUM	EXE OI	T 044	801119	04/26/16		2301511133379	SMRT	3222
	INDOOR PLENUM		T 044	801119	04/25/16		2301512161547	SMRT	3222
_	INDOOR PLENUM		T 044	801119	04/26/16	566.17	2301512161596	SMRT	3222
	INDOOR PLENUM RATED, 2		T 044	801119	04/26/16		2301511133447	SMRT	3222
780650915	INDOOR PLENUM RATED, 2		T 044	611108	04/26/16		2301511133720	SMRT	3222
	APZ30 INDOOR PLENUM RATED, 2 RADIO	CCXC	044	801119	04/26/16		2301511111646	SMRT	3222
	INDOOR PLENUM RATED, 2		T 044	801119	04/26/16	566.17	2301517161606	LAMS	3222
	INDOOR PLENUM RATED, 2		T 044	611108	04/26/16		2301512161504	SMRT	3222
	2		T 044	801119	04/26/16		2301512161697	SMRT	3222
	INDOOR PLENUM RATED, 2		T 044	801119	04/26/16		2301512161566	SMRT	3222
216050000	PLENUM KATED, 2		T 044	801119	04/26/16	8 8	2301512161892	SMRT	3222
	AP230 INDOOR PLENUM RATED, 2 RADIO	0 3X33	1004	611108	04/26/16	566.17	2301512161702	SMRT	3222
05LA00170			F 044	002005	07/22/05		OP532076SLZ	3222	
	APPLE REFRESH RAID SERVER		- 22	002005	07/22/05	3,970.32	QP5320C9RS4	3222	
			T 044	002005	06/17/05	1,099.56	7901K30	3222	
	Refresh		T 044	002005	06/17/05	1,099.66	7901K05	3222	
	Refresh		T 044	002005	06/17/05	1,099.66	7901HRH	3222	
	Retresh			002005	06/17/05	1,099.66	7901K3Z	3222	
051103946	Lexinary Refresh Brinter-1640n				06/17/05	1,099.66	7902159	3222	
			044	002005	06/17/05	1,099.66	7907156	2222	
	Refresh			002005	06/17/05	1,099.66	7902132	3222	
	Lexmark Refresh Printer-T640n			002005	06/17/05	1,099.66	79022HK	3222	
	Apple MacBook 2.4 GHz; 2 GB RAM			128211	06/07/08	2,769.81	WQ81298A0P1	3222	
	Apple MacBook 2.4 GHz; 2 GB RAM		T 044	128211	06/07/08	2,769.81	WQ8129GY0P1	3222	
	GHz;		T 044	128211	06/07/08	2,769.81	WQ8129DC0P1	3222	
	MacBook 2.4 GHz; 2 GB		T 044	128211	06/07/08	2,769.81	WQ8128700P1	3222	
	MacBook 2.4 GHz; 2 GB		T 044		06/07/08	2,769.81	WQ8128C50P1	3222	
OCCUPATION!	Appre MacBook Z.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

		05/
17-02362 HE 17-02373 Re 17-02387 GO 17-02538 LE LOCATION TOTAL	BPI NUMBER	05/18/17
17-02362 HEATED HOLDING & HUNIDIFIED CABIN 17-02373 Refurb Life Fitness 95t Treadmill 17-02387 GOLF CART 17-02538 LENGVO P310 DESKTOP	DESCRIPTION	THE S
4,319.96 1,750.00 5,250.00 1,153.00 12,472.96	COST	THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA PROP NEW RECORDS REPORT FNISS4A LOCATION: 3222
664681 665738 665736 665660	VOUCHER CLASS	, BOARD OF EROWARD COUNT PROP NEW RECORDS REPORT PNISS4A LOCATION: 3222
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11-02239 PRINTER, LEXMARK T652DN B/W DUPLEX LASER	APPLE MACBOON	LAPTOP,	LEXMARK	11-01357 LEXMARK T652dnB/W DUPLEX LASER PRINTER	LEXMARK	LEXMARK	AB378PUS	11-00166 PRESSURE PRO EAGLE SERIES E4040HG	Heartstan	10-05487 APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	APPLE MACBOOK 2.0 GHZ	APPLE MACBOOK 2.0 GHZ	APPLE MACBOOK 2.0 GHZ 13.3" DIS	AB378PUS ACTIVBOARD 378PRO 78"	10-04132 AB378PUS ACTIVEOARD 378PRO 78" ACTIVEBOA	10-04131 AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	10-04126 APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY		10-03743 AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	10-03742 AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	10-03741 AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	10-03740 AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	10-01990 PRINTER, LEXNARK T652DN B/W DUPLEX ADMIN	10-01924 APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY	10-01917 APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY	09-04741 APPLE MACBOOK PRO 2.5GHZ 17" DISPLAY	08-13165 ACTIVEXPRESSION 32	2 DUO	2 DUO	08-11895 APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	WHITE	08-11117 WHITEBOARD, INTERACTIVE SMART BOARD SB68	08-09610 DELL WS3400 W/20" FLAT PANEL	08-08733 32 ACTIVOTE 2.4GHZ	08-05063 APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3"	08-04595 DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/		
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196875	180977	180976	181044	181043	181042	181041	174059	166934	157784	155179	155176	155173	155146	137681	137681	137681	142331	138892	138890	138869	138868	138867	114113	106089	106082	040319	017126	015447	015447	015447	021311	021322	023389	013458	274342	005398	258264	258264
01/31/11	10/29/10	10/29/10	10/29/10	10/29/10	10/29/10	10/29/10	09/29/10	08/27/10	06/29/10	06/01/10	01/10/90	06/01/10	06/01/10	03/04/10	03/04/10	03/04/10	03/25/10	03/10/10	03/10/10	03/10/10	03/10/10	01/01/20	10/30/09	09/25/09	09/25/09	09/22/08	05/22/08	05/15/08	05/15/08	05/15/08	06/11/08	06/11/08	06/27/08	05/02/08	10/29/07	10/24/07	08/09/07	08/09/07
1,248.00	1,320.55	1,320.55	1,248.00	1,248.00	1,248.00	1,248.00	1,169.00	1,033.33	1,310.86	1,553.00	1,553.00	1,553.00	1,553.00	1,169.00	1,169.00	1,169.00	1,553.00	1,169.00	1,169.00	1,169.00	1,169.00	1,169.00	1,423.50	2,729.00	2,729.00	3,299.00	2,195.00	1,505.00	1,505.00	1,505.00	1,002.00	1,002.00	1,506.00	2,702.00	1,499.00	1,748.00	1,499.00	1,499.00
794K9V2	450410BJFYN	4503704FFYN	794CTBN	794CT90	794CTDK	794CTF1	C1006210003	1007016	B10F00530	WB017ZXNATM	WQ017P9WATH	WQ017P8EATM	WQ017P7XATM			C0911120513	W801014M66H	C0912220076			C0912220079	C0912220080				W8837045YP3	32220007	W88152U10P0	W88152RJ0P0	W88152SG0P0	SB680R2A69847	SB680R2394729	JH1QGG1	32220008	W87329PLZ5V			W87245F0YA2
3222	3222	3222	3222	3222	3222	3222	G400 3222	3222	3222	3222	3222	3222	3222	G400 3222							G400 3222				700	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222

: FPC811 05/22/17 14:15 THE SCHOOL BOARD OF BROWARD COUNTY : LOCN: 3222 THE SCHOOL BOARD OF BROWARD COUNTY PIXED ASSETS LOCATION INVENTORY REPORT	PAGE 3
BPI NUM ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEIAL NUMBER	LGCN [PROJ STOLEN P/D
T652DN B/W DUPLEX	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
CART. DARMATION DET.	3222
T 044 209311 03/30/11 1,100.05 1	
mabook laptons T 044 227214 06/14/11 1,037.30 4	H400 3222
Cisco WAVE 574 Prov. Service T 044 227219 06/14/11 1,037.30 4	
WHITEBOARD INTERACTIVE T 044 224670 06/03/11 6,146.85 M	
T 011 PC-3 09/1//10 1,999.00	3222
APPLE IMAC INTEL W/21.5" LED GLSY WDSCN T 044 203043 14/06/11 1,037.30 4	C102 3222
APPLE IMAC INTEL W/21.5" LED GLSY WDSCN T 044 272184 01/27/12 1 307 86	3222
IMAC INTEL W/21.5" LED GLSY WDSCN T 044 272186 01/27/12	3222
FRINTER LEXHARY 764701 9/4 11111 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3222
APPLE MACBOOK PRO 13" 2.4GHZ 13 1 TORTY 1044 2/0192 01/18/12 1,248.00	3222
APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISETY T 044 302536 06/11/12 1,511.75	3222
APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY T	3222
13" 2.4GHZ 13.3 DISPLY T 044 302580 06/11/12 1,511.75	3222
APPLE MACBOOK PRO 13" 2 4642 13 3 JUSTUS T 044 302582 06/11/12 1,511.75 C1	3222
APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY T 044 302590 06/11/12 1/511.75 CI	3222
MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY T 044 302592 06/11/12 1.511 75 CT	3222
APPLE MACHON DEG 13" 2.46HZ 13.3 DISPLY T 044 302593 06/11/12 1,511.75	3222
APPLE INAC INTEL W/21 5" 15" CTS CTS T 044 302595 06/11/12 1,511.75 C1	3222
APPLE IMAC INTEL W/21.5" LED GLSY WDSCN T 044 302628 06/11/12 1,307.85 D2	3222
APPLE INAC INTEL W/21.5" LED GLSY WDSCN T 044 302645 06/11/12 1,307.83	3222
INTEL W/21.5" LED GLSY WDSCN T 044 302647	3222
APPLE THAC THESE 1/31.5 LED GLSY WDSCN T 044 302648 06/11/12 1,307.85	1777
APPLE IMAC INTEL W/21.5" IED GISY WINCON T 044 302649 06/11/12 1,307.85	3222
APPLE IMAC INTEL W/21.5 LED GLSY WDSCN T 044 304664 06/11/12 1,307.85	3222
APPLE IMAC INTEL W/21.5" LED GLSY WDSCN T 044 302664 06/11/12 1 307 85	3222
INTEL W/21.5" LED GLSY WDSCN T 044 302665	3222
APPLE ATTEMPT 1 COLT. LED GLSY WDSCN T 044 302666 06/11/12 1,307.85	3777
APPLE AIRBOOK 1.6GHZ - 11" DEPLY - CART T 044 305406 06/26/12 1,363.00 CO	3222
APPLE AIRBOOK 1.66HZ - 11" DSPILY CARE TO 04 30340 06/26/12 1,363,00 C0	3222
APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CAPT T 044 305408 06/26/12 1,363.00 C0	3222
APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART T 044 305420 06/26/17 1.363.00 CO	3222
DSPLY - CART T 044	3222
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BPI NUM ASSET DESCRIPTION CON	COND CLS		VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCN	LOCN PROJ STOLEN P/D	10/4
12-04837 APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	044	305422	06/26/12	1,363.00	C02B0011DWWM	3222		
APPLE AIRBOOK 1.6GHZ - 11" DSPLY -	044	305423	06/26/12	1,363.00	C02HQ009DWWM	3222		
APPLE AIRBOOK 1.6GHZ - 11" DSPLY -	044	305424	06/26/12	1,363.00	C02HQ003DWWM	3222		
APPLE AIRBOOK 1.6GHZ - 11" DSPLY -	044	305425	06/26/12	1,363.00	C02HQ00BDWWM	3222		
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	044	308604	07/25/12	1,511.75	CIMHOMHODIYS	3222		
APPLE MACBOOK PRO 13" 2 468% 13.3	044	309606	07/35/10	1,511,75	CTATANAMADATA	3222		
13-0000/ AFFER MACBOOK PRO 13 2 4688 13 1 DYSNET I	044	308607	07/25/10	1 511 75	CIMBUMCSDAA	1222		
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	044	308608	07/25/12	1,511.75	C1MHVWBSDTY3	3222		
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	044	308620	07/25/12	1,511.75	C1MHVWBFDTY3	3222		
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	044	308623	07/25/12	1,511.75	CIMHVW5ZDTY3	3222		
13-00016 APPLE MACBOOK PRO 13 2.4GHZ 13.3 DISPLY T	044	308626	07/25/12	1,511.75	CIMHUMSEDIY3	3222		
APPLE MACBOOK PRO 13" 2.4GHZ 13.3	044	308628	07/25/12	1,511.75	CIMEVWC2DTY3	3222		
TELEVISION, FLAT SCREEN TOS65HT2U 6	060	333009	11/08/12	1,998.00	C28208T24683A2	3222		
13-02398 PRINTER, LEXMARK T652DN B/W DUPLEX LASER T	044	342079	12/18/12	1,248.00	795ENPC	3222		
PRINTER, LEXMARK T652DN B/W DUPLEX	044	342170	12/18/12	1,248.00	795HNP4	3222		
PRINTER, LEXMARK T652DN B/W DUPLEK	044	342171	12/18/12	1,248.00	795HNPB	3222		
13-02402 Apple MACBOOK PRO 13" 2.5GHR 13" DISPLY T	044	343495	12/21/12	1,511.00	CO2JHMSSDTY3	3222		
APPLE MACBOOK PRO 13" 2.5GHZ 13"	044	343496	12/21/12	1,511.00	C02JHMREDTY3	3222		
APPLE MACBOOK PRO 13" 2.5GH2	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	COZJHMT6DTY3	3222		
APPLE MACBOOK PRO 13" 2.5GHz 13"	044	343500	12/21/12	1,511.00	C02JHMSRDTY3	3222		
Toshiba LCD TV 65 in INM TOS65HT2	080	356265	02/15/13	1,998.00	Z4QR3CZCC09322	3222		
DELL PRECISION T5600 W/24" FLAT F	044	356266	02/15/13	2,730.47	9XQVQW1	3222		
13-03661 APPLE MACBOOK PRO 13° 2.5GHz 13" DISPLY T	440	363717	03/15/13	1,511.00	CO2K533NDTY3	3222		
APPLE IMAC INTEL W/21.5" UPGRADED	044	363718	03/15/13	1,270.88	D25K700MDPNK	3222		
APPLE MACBOOK PRO 13" 25GHZ	044	384594	06/07/13	1,511.00	COZKJJNODTY3	3222		
APPLE MACBOOK PRO 13" 25GHZ 13"	044	384630	06/07/13	1,511.00	COK3JLUDTY3	3222		
APPLE MACBOOK PRO 13" 25GHZ 13"	044	384631	06/07/13	1,511.00	C02K3JHYDTY3	3222		
APPLE MACBOOK PRO 13" 25GHZ 1	044	384489	06/07/13	1,511.00	COZKJJLYDTYS	3222		
PRINTER, LEXMARK C/92E COLOR	044	RIEGRE	06/11/13	3,067.00		7775		
-	004	38532/	06/17/13	3,067.00	106378	3777		
14-06358 TENNANT HEAVY DUTY PLOOR MACHINE	014	473253	06/12/14	1,205.10	90073310681290	3222		
BURNISH	014	473254	06/12/14	1,386.45		3222		

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MOBILE FOLDING	TABLE 60" BOHND WITH	EXECU	27-INCH	IMAC 27-INCH		IMAC	27-INCH		IMAC		IMAC	IMAC	IMAC	14-06563 IMAC 27-INCH		TMAC	IMAC	IMAC	IMAC		IMAC 27-INCH	IMAC 27-INCH	IMAC 27-INCH	14-06551 TMAC 27-INCH	מביים כ	27-INCH	IMAC	INAC	IMAC	INAC	IMAC	CAMI		TWA C	14-06537 IMAC 27-INCH	WET/DRY 16 GALLON	BPI NUM ASSET DESCRIPTION CONT	: LOCN: 3222	FIXED
035	200	4 4 5 0	7 6	2 4	1 4 4	2 4	2 4	0 4	0 4 4	2 4	0 4 4	044	044	044	044	044	044	044	044	044	2 4	044	044	044	044	044	044	044	044	2 4	044	044	044	044	044	014	CONDICTS		ASSETS
483051	4/11/4	477154	0000	4/6650	00000	4/6650	476650	476650	476650	47660	476650	476650	476650	476650	476650	476650	476650	476650	476650	476650	4/6650	4/6650	476650	476650	476650	476650	476650	476650	476650	4/0000	476650	4/6650	476650	476650	472649	473254	VOUCHER ACQ		O A R D
08/19/14	\$1/60/10	07/08/14	10 / JU/ 14	06/30/14	06/3U/14	06/30/14	06/30/14	05/30/14	06/30/14	41/00/00	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	11/05/30	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/30/14	06/10/14	06/12/14	ACQ DATE		OF BR
1,265.96	1,599.00	1,617.41	1,617.41	1,617.41	1,617.41	1,617.41		1,617.41	1,617.41	1,61/.41	1,617.41	1,617.41	1,617.41	1,617.41	1,617.41	1,617.41	1,617.41	1 617 41	1,617.41	1,617.41	1,617.41	1,617.41	1,617.41	1,617,41	1,617.41	1,617.41	1,617.41	1,01/.41	1,617.41	1,617.41	1,617.41	1,617.41	1,617.41	1,617.41	2,404.00	1,785.81	COST		ROWARD
NONE	NONE	DZ5MWO8YF8J9	DZ5MW07QF8J9	D25MW07GF8J9	DZ5MW08PF8J9	D25MW06CF8J9	DZ5MW07AF8J9	D25MW087F8J9	D25MW089F8J9		D25MW068F8J9	D25MW091F8J9	D25WW05XF8J9	D25MW08QF8J9	D25MW088F8J9	D25MW05RF8J9	D25MVOWDF8.79	D25MW07VPB.TO	DZSMWO6ZF8J9	D25MW082F8J9	D25MW08DF8J9	D25MW08JF8J9	D25MV0XBF8J9	D25MV0YHF8J9	D25MW07RF8J9	D25MW0D4F8J9	D25MW06PF8J9	S PRATUR DAME 20	D25MW05MF8J9	DZSMW07WF8J9	D25MW06NF8J9	D25MW05YF8J9	D25NW08NF8J9	D25MW08XF8J9	701632HH02D29	10679025	SELAL NUMBER		COUNTY
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BPI NUM ASSET DESCRIPTION	CONDICLS	GTS	VOUCEER ACQ	ACQ DATE	COST	SEIAL NUMBER	LOCN PROJ STOLEN P/D
15-00833 MOBILE FOLDING TABLE, 60" ROUND WITH BENC		035	483051	08/19/14	1,265.96	NONE	3222
MOBILE FOLDING TABLE, 60" ROUND WITH	13	035	483051	08/19/14	1,265.96	NONE	3222
ROUND WITH	3 13	035	483051	08/19/14	1,265.96	NONE	3222
MORILE POLITING TABLE, 60" ROUND WITH		350	10000	08/19/14	1 265 96	NONE	3222
LAPTOP CART - EARTH WALK	н н	044	500161	10/10/14	1,339.00	51212	3222
LAPTOP CART - BARTH WALK CART	13 1	044	500161	10/10/14	1,339.00	40842	3222
PRINTER, LEXMARK HX710DE		044	505939	11/04/14	3,096.00	7463479905D40	3222
	н	044	531274	03/24/15	1,339.00	52226	3222
	3 1-3	010	544940	05/22/15	2,240.35	7983	3222
15-05975 APPLE MACBOOK PRO 13"	ын	044	551350	06/25/15	1,329.00	CO2PVXSTEVH3	3222
APPLE MACBOOK PRO	н	044	551350	06/25/15	1,329.00	C02PVXSUFVH3	3222
APPLE MACBOOK PRO	н	044	551350	06/25/15	1,329.00	C02PVXSWFVH3	3222
15-05979 APPLE MACBOOK PRO 13"	нн	044	551350	06/25/15	1,329.00	CO2PVXSXFVH3	3222
APPLE MACBOOK PRO	н	044	551350	06/25/15	1,329.00	C02PVXSZEVH3	3222
MACBOOK PRO	; H	044	551350	06/25/15	1,329.00	C02PVXT1FVH3	3222
15-05983 APPLE MACBOOK PRO 13"	13 L	044	551350	06/25/15	1,329.00	C02PVXT4PVH3	3222
APPLE MACBOOK PRO	н	044	551350	06/25/15	1,329.00	C02PVXSSFVH3	3222
15-05985 APPLE MACBOOK PRO 13"	3 +3	044	551350	06/25/15	1,329.00	CO2PVXT5FVH3	3222
APPLE MACBOOK PRO	13 1	044	551350	06/25/15	1,329.00	C02PVXT7FVH3	3222
APPLE MACBOOK PRO	н	044	551350	06/25/15	1,329.00	C02PVXT8FVH3	3222
APPLE MACBOOK PRO	1 14	044	551350	06/25/15	1,329.00	CO2PVXT9PVH3	3222
) H	2 4 4	551354	06/25/15	1,329.00	Cus servasors	3222
APPLE MACBOOK PRO	13 1	044	551354	06/25/15	1,329.00	COZPVXTCFVH3	3222
APPLE MACBOOK PRO	1-3	044	551354	06/25/15	1,329.00	C02PVXTDFVH3	3222
	11-3	035	558315	08/25/15	1,809.00		3222
16-02920 RECORDEX SIMPLICITYTOUCH 70 HD PANEL	H F	046	603159	03/16/16	5,188.00	ST-700-006136	3222
SERVER, POWEREDGE R220	1-]	044	605358	03/30/16	1,628.93	B7GT382	3222
_	1-3	044	658693	03/14/17	2,828.32	IDN53	3222
ZEUS IPTV ENCODER	ы	044	658694	03/14/17	2,515.50	50000101165210001	3222
POWEREDGI		044	660391	03/24/17	3,530.00	JGBMXG2	3222
17-02373 Refurb Life Fitness 95t Treadmill	-) t	020	100400	04/28/17	1,750.00	NONE	3222
	1-3	610	665736	04/28/17	5,250.00	3054492	3222

FPC811 05/22/17 14:15 THE SCHOOL BO FIXED ASSETS 1	L BOARD OF BROWAL ASSETS LOCATION INVENTORY REPORT	ROWARD	COUNTY	PAGE 7
BPI NUM ASSET DESCRIPTION COND CLS 1	VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCN PROJ STOLEN P/D
17-02538 LENOVO P310 DESKTOP	C. C			
CABINET B/G W/TOOLS FOUNDRY #TS17CT G 016	47201 05/09/86	3.310.00	NONE	3222
CABINET B/G W/TOOLS WOODWORKING #TS10CT G	•	3,395.00	NONE	3222
TORSO WARD BIOLOGY TEACH 81W1150 G		1,415.50	32220006	3222
CABINET, TRAY TOTE LARGE W/CASTERS #1544 G 001	719547 05/07/91	1,356.31	32220003	3222
PLANU KAWAI UST-8 STUDIO WALNUT DAMP CHA G 040	061331 10/09/92	2,498.00	A7541	3222
G 014	-	2,253.00	5683	3222
SCRUBBER, AUTOMATIC, MINUTENAN MC1700-00 G 014		1,2/1./0	32220004	3222
PRINTER, POSTER PRO LX MAC	340249 01/17/96	2 106 00	1306703	3222
TORSO DELUXE TEACHING G 021	488997 08/08/97	1.339.80	04720006	3222
TORSO, OPEN BACK W/VERTEBRAE BIO MDL G 016		1,385.00	04220007	3222
CABINET, MW84W W/TOOLS G 016		4,410.00	NONE	3222
G 016		1,382.40	NONE	3222
		1,382.40	NONE	3222
BENCH, WORK FOUR STUDENT G 016	505036 10/24/97	1 387 40	NONE	3222
BENCH, WORK FOUR STUDENT		1,382.40	NONE	3222
PIANO, UPRIGHT STUDIO YAMAHA G 040		2,965.00	T219378	3222
		5,123.00	NONE	3222
MACHINE ARN CURL, 44"WIX66"H, 410LB SU75 G 020	577356 07/28/08	5, /19.00	NONE	3222
TELEVISION, STEREO COLOR 35" G 060		1,805.00	9066356	3222
MACHINE SEWING, 9000 MEMORY CRAFT G 015	-	1,669.00	830151887	3222
CAMCONDER, SONY DIGITAL VIDEO	NF-3 10/25/00	2,136.00	1009209	3222
110		2,195.00	04220011	3222
MIXER, HOBART INDUSTRIAL	27/01/01 15/01/01	2,011.01	04220015 CT007250	3222
PRINTER, LEXMARK T630N T 044		1.208.00	9912887	3222
BRETFORD CART FOR 20 NOTEBOOK T 044		1,399.95	32220001	3222
LEXMARK MFP PRINTER T 044	PC-3 10/08/13	1,799.00	79G60TZ	3222
TOUR CHOCK CITY HEAT SEALED T 046	10000	1,406.00	A100222G	3222
CROSS CUT SHREDDER T 046		1,850.00	141229IK0178740	3222
CREDENZA TOO4		1,421.52	NONE	3222
CREDENZA		1,105.31	NONE	3222
IPAD AIR WIFI 16GB - SPACE GRAY TO 044	20/102/ 03/20/16	1,135.31	NONE	
IPAD MINI W/RETINA DISPLAY 32GB - GRAY T 044	582117 12/02/15	299.00	F9FOLSUZFOM6	SMRT 3222
TRE M93Z TOUCH 23 T 044		1,290.00	MJ0369T4	
T 044	591992 01/20/16	1,060.00	C02QT7X3GFWM	SMRT 3222

: LOCN: 3222

: FPC811 05/22/17 14:15

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BPI NUM ASSET DESCRIPTION	comp crs	_!	VOUCHER ACQ DATE	COST	SEIAL NUMBER	LOCN PROJ STOLEN P/D
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QT7V9GFWM	8.5
MACBOOK AIR 11" 16		591992	01/20/16	1,060.00	C02QT7W9GFWM	SHRT 3222
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QT7XWGFWM	SHRT 3222
S16038344 MACBOOK AIR 11" 16 GHZ	T 044	591992	01/20/16	1,060.00	C02QTTYDGFWM	SMRT 3222
MACBOOK AIR 11" 16		591992	01/20/16	1,060.00	C02QT7W7GFWM	SMRT 3222
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QT7V8GFWM	
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QT7XUGFWM	
MACBOOK AIR 11" 16		591992	01/20/16	1,060.00	C02QT7YMGFWM	
MACBOOK AIR 11" 16		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
16	T 044	591992	01/20/16	1,060.00	C02QT7WJGFWM	SHRT 3222
S16038353 MACBOOK AIR 11" 16 GHZ	T 044	591992	01/20/16	1,060.00	CO2QT7WCGFWM	SMRT 3222
S16038354 MACBOOK AIR 11" 16 GHZ	T 044	591992	01/20/16	1,060.00	C02QT7Y2GFWM	SMRT 3222
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QV2AJGFWM	
SIGURANT MACROOK AIR 11" 16 GB2	044	501902	01/20/16	1,000.00	COSOTTUTGEN	SMRT 3222
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QT7Y1GFWM	
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QV2ALGFWM	
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QT7XSGFWM	
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QTTYEGFWM	
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QT7XMGFWM	
MACBOOK AIR 11" 16	1 044	591992	01/20/16	1,060.00	COZQT7Y8GFWM	
S16038365 MACHOON AIR 11" 16 GHZ	7 H	591992	01/20/16	1,000.00	THE JOY TAY TO SU	SMRT 3222
MACBOOX AIR 11" 16	T 044	591992	01/20/16	1.060.00	C020V2AKGFWM	
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QT7XEGEWM	
MACBOOK AIR	T 044	591992	01/20/16	1,060.00	C02QT7YKGFWM	SMRT 3222
MACBOOK AIR 11"	T 044	591992	01/20/16	1,060.00	C0ZQT7XYGFWM	
MACBOOK AIR 11" 16	T 044	591992	01/20/16	1,060.00	C02QTTWPGFWM	
ALK II 16	1 044	266769	91/20/10	1,060.00	COZOTA INGIAM	2222 TXEC
S16059060 AP230 THOOR PLENTIN BATTO 2 PARTO 3233	7 044	611108	04/26/16	566 17	2301512161922	SMRT 3222
AP230 INDOOR PLENUM RATED, 2 RADIO	н	611108	04/26/16	566.17	2301512161674	
AP230 INDOOR PLENUM	3 T 044	611108	04/26/16	566.17	2301512161516	SMRT 3222
AP230 INDOOR PLENUM RATED, 2 RADIO	н	611108	04/26/16	566.17	2301512161468	W.T.
AP230 INDOOR PLENUM RATED, 2	3 T 044	611108	04/26/16	566.17	2301511133410	SMRT 3222
AP230 INDOOR PLENUM RATED, 2 RADIO	H	801119	04/26/16	566.17	2301511133440	SMRT 3222
AP230	3 T 044	801119	04/26/16	566.17		SMRT 3222
S16059067 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	3 T 044	801119	04/26/16	566.17	2301512161563	SMRT 3222

: LOCN: 3222

: EPC811 05/22/17 14:15

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S C H O O L B O A R D O F B R O W A R D FIXED ASSETS LOCATION INVENTORY REPORT PNI811

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		İ					
S16059069 AP230 INDOOR PLENUM RATED 2 RANTO 3333	4 6	244	001110	04/36/16	17.000	2301514161432	
AP230 INDOOR PLENUM RATED, 2 RADIO	33	044	611108	04/26/16	566.17	2301511121000	
AP230 INDOOR PLENUM RATED, 2 RADIO	33 F	044	611108	04/26/16	566.17	2301511133854	SMRT 3222
AP230 INDOOR PLENUM RATED, 2 RADIO	33 T	044	801119	04/26/16	566.17	2301512161312	54
AP230 INDOOR PLENUM RATED, 2 RADIO	33 T	044	801119	04/26/16	566.17	2301512161273	
APZ30 INDOOR PLENUM RATED, 2 RADIO	33 T	044	801119	04/26/16	566.17	2301512161381	
APZ30 INDOOR PLENUM RATED, 2 RADIO	33 T	044	801119	04/26/16	566.17	2301511133345	
APZJO INDOOR PLENUM RATED, 2 RADIO	33 T	044	611108	04/26/16	566.17	2301511133865	
AP230 INDOOR PLENUM RATED, 2 RADIO	33 T	044	611108	04/26/16	566.17	2301511133847	
AP230 INDOOR PLENUM RATED, 2 RADIO	33 T	044	801119	04/26/16	566.17	2301511133379	
AP230 INDOOR PLENUM RATED, 2 RADIO	33 T	044	801119	04/26/16	566.17	2301512161547	300
AP230 INDOOR PLENUM RATED, 2 RADIO	33	044	801119	04/26/16	566.17	2301512161596	200
PLENUM RATED, 2 RADIO	Н	044	801119	04/26/16	566.17	2301511133447	SMRT 3222
	3 H	044	801119	04/26/16	566.17	2301511133720	
AP230 INDOOR PLENUM RATED, 2 RADIO	н	044	611108	04/26/16	566.17	2301512161699	2222 TAIRS
AP230 INDOOR PLENUM RATED, 2 RADIO	н	044	611108	04/26/16	566.17	2301512161606	
APZ30 INDOOR PLENUM RATED, 2 RADIO	н	044	611108	04/26/16	566.17	2301512161504	
PLENOM RATED, 2 RADIO	Н	044	801119	04/26/16	566.17	2301512161697	
	3 H	4	801119	04/26/16	566.17	2301512161566	
AP230 INDOOR PLENUM RATED, 2 RADIO	H 1	044	611108	04/26/16	566.17	2301517161570	SMRT 3222
AP230 INDOOR PLENUM RATED, 2 RADIO	н	044	801119	04/26/16	566.17	2301512161702	SVE/ S
Apple Refresh Server	н	044	002005	07/22/05	3,021.23	QP532076SLZ	
APPLE REFRESH RA	ы	044	002005	07/22/05	3,970.32	QP5320C9RS4	3222
Lexmark Refresh		044	002005	06/17/05	1,099.66	7901K30	3222
OSLIG3943 Lexmark Refresh Printer-T640n		044	002005	06/17/05	1,099.66	7901K05	3222
Lexmark	3 +	2 4	00000	CU//17/05	1,099.66	/90THKH	3222
Lexmark Refresh		044	002005	06/17/05	1,099.66	7902159	3222
		044	002005	06/17/05	1,099.66	7902155	3222
Lexmark	н	044	002005	06/17/05	1,099.66	7902156	3222
Lexmark Refresh		044	002005	06/17/05	1,099.66	7902132	3222
Lexmark Refresh Pl		044	002005	06/17/05	1,099.66	79022HK	3222
Apple MacBook 2.4 GHz;		044	128211	06/07/08	2,769.81	WQ81298A0P1	3222
Apple MacBook 2.4 GHz;		044	128211	06/07/08	2,769.81	MQ8129GX0F1	3222
Apple MacBook 2.4 GHz;	н	044	128211	06/07/08	2,769.81	WQ8129DC0P1	3222
Apple MacBook 2.4		044	128211	06/07/08	2,769.81	WQ8128700P1	3222
MacBook 2.4 GHz:				06/50/50	7 760 01	WO8128C50P1	3272

08LA0333	MON IGE	: LOCN: 3222	: FPC811
OBLA03336 Apple MacBook 2.4 GHz; 2 GB RAM	BPI NUM ASSET DESCRIPTION COND CLS VOUCHER ACQ DATE COST SEL	3222	FPC811 05/22/17 14:15 THE SCHOO
; 2 GB RAM			H H
T 044	COMD CLS VOUCHER ACQ DATE COST SEL		ASSE.
128211	VOUCHER	PNIB11	BOARD
06/07/08	ACQ DATE		N INCENTOR
044 128211 06/07/08 2,769.81 WQ8128Y70F1	COST		OF BROWARD C
WQ8128Y70F1	SEIAL NUMBER		n
3222	AL NUMBER LOCN PROJ STOLEN P/D		OUNTY PAGE 10

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

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

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 ; 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

RE: Cross Creek 3222: Audit Response re: MacBook 15-05980 - Colleen A. Stearn

To: Ali Arcese <ali.arcese@browardschools.com>; Jonathan Tolentino <ionathan.tolentino@browardschools.com

Cc: Colleen A. Stearn <colleen.stearn@browardschools.com>; Sally W. Judd <sally.judd@browardschools.com>; Alvaro Pion

<alvara.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



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: 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, PLORIDA PROP NEW RECORDS REPORT PN1954A LOCATION: 3222



		TOTAL			STOLEN					
BPI NUMBER		COST	VOUCHER	CLASS	DATE	SERIAL NUMBER	LOCATION	PROJECT	OLD I	LOC
01-10182	COMPUTER, MAC IMAC COMPUTER, MAC IMAC COMPTER, MAC EMAC G4 COMPTER, MAC EMAC G4	1,195.86	793330	044		XA03902QJV8	3222			
01-19835	COMPUTER, MAC IMAC	1,583.86	840128	044		BN1120XIKLB	3222			
03-00557	COMPTER, MAC EMAC G4	1.523.00	970954	044		CR224FITHS4	1222			
03-00564	COMPTER, MAC EMAC G4	1.523.00	970954	044		CR22AFDSN54	1222			
				20.00		G8224F3XN54	3222			
03-00574	COMPTER, MAC EMAC G4	1.523.00	970954	044		CR224DYSDISA	3222			
04-00181	APPLE DESKTOP, EMAC G4	1,100,30	062755	044		G8326031.901.	2222			
04-00182	APPLE DESKTOP, EMAC G4	1,100.30	062755	044		GR3260KPPOL	3222			
04-00183	APPLE DESKTOP, EMAC G4	1,100.30	062755	044		G83260LCPOL	3222			
04-00189	APPLE DESKTOP, EMAC G4	1,100,30	062755	044		G83260JPPOL	1222			
04-00200	APPLE DESKTOP, EMAC G4 APPLE DESKTOP, EMAC G4 APPLE DESKTOP, EMAC G4 APPLE DESKTOP, EMAC G4 APPLE DESKTOP, EMAC G4 APPLE DESKTOP, EMAC G4 APPLE DESKTOP, EMAC G4 APPLE DESKTOP, EMAC G4 APPLE DESKTOP, EMAC G4 APPLE DESKTOP, EMAC G4 APPLE DESKTOP, EMAC G4	1,100,30	062755	044		G83257SRPDL	1727			
04-01214	APPLE DESKTOP, EMAC G4	1,390.00	063408	044		YM316UN1UM2	1222			
				044		UV4353ORRAP	3222			
05-30951	APPLE, IBOOK G4 COMBO DRIVE/12"DIS	1.239.00	168816	044		XA03902QJV8 RN1120XIKLB G8224E17H54 G8224E0SH54 G8224E3KH54 G83260JLPQL G83260JLPQL G83260JPPQL G83260JPPQL G83260JPPQL G83267SKPQL YM316UH1HM2 UV4353QRRAP UV4353QRRAP UV4553QRRAP 1TVFV51 688FFF1 8L4WK91 11-F2967 4H531G4HSEB 4H531JTJSEB	3222			
05-36202	DELL DESKTOP PENTIUM 4 W/17" PLAT	1,318.00	010199	044		1TVFV51	1222			
05-39638	DELL, DESKTOP, P4 WS370 W/17" FLA	1,651,00		044		698PTF1	3222			
06-84195	COMPUTER, DELL STAR SYSTEM			044		BL4WK91	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			
05LA03B44	APPLE-REPRESH LAPTOP	1,395.62	002005	044		4H531GZ5SEB	1222			
05LA03846	APPLE-REPRESH LAPTOP	1,395,62	002005	044		485318V4SEB	1222			
05LA03847	APPLE-REPRESH LAPTOP	1,395,62	002005	044		4H531J7JSEB	3222			
05LA03857	APPLE-REPRESE LAPTOP	1,395.62	002005	044		4H531J7JSEB 4H5326Q7SEB	3222			
05LA22943	APPLE-REPRESH LAPTOP	1,395.62	002005	044		4B5329NYSEB	3222			
05LA22948	APPLE-REFRESH LAPTOP	1,395.62	002005	044		485329NYSEB 485356KGSEB	3222			
LOCATION TO	COMPOTER, LEXMARK OPTRA S 1250 APPLE-REFRESH LAPTOP APPLE-REFRESH LAPTOP APPLE-REFRESH LAPTOP APPLE-REFRESH LAPTOP APPLE-REFRESH LAPTOP APPLE-REFRESH LAPTOP APPLE-REFRESH LAPTOP APPLE-REFRESH LAPTOP	35,398.36		/15080E1						

4/179-CD	05-56110	05-53749	05-51520	05-47028	05-46311	05-40320	05-40319	05-39638	05-39028	05-39027	05-39026	05-39025	05-39024	05-39023	05-39022	05-39021	05-37482	05-36202	05-30951	05-30947	04-81054	04-14913	04-01214	04-00206	04-00205	04-00200	04-00189	04-00183	04-00182	04-00181	03-21596	03-21595	03-20890	03-00574	03-00573	03-00564	03-00557	02-82780	01-19835	01-19652	01-10182	01-01875	Equipment mber
SYSTEM, TIME KRONOS	IBM SERVER X236, INTEL XEON 2.8 GHZ	TELECONFERENCE SYSTEMS DISTANCE LEARNING	PROACTIV 78, BOARD	HHP IMAGE TEAM 3875 SCANNER KIT	APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8	PRINTER, LEXMARK T630N B/W LASER	PRINTER, LEXMARK T630N B/W LASER	DELL, DESKTOP, P4 WS370 W/17" FLAT PANEL	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	PRINTER, LEXMARK T630N B/W LASER	DELL DESKTOP PENTIUM 4 W/17" FLAT PANEL	APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY	APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY	PROTRAINER 5 WT STK GYM	CART, GOLF MODEL SHUTTLE EZGO	APPLE DESKTOP, EMAC G4	PRINTER, LEXMARK T630N	PRINTER, LEXIMARK T630N	APPLE DESKTOP, EMAC G4	APPLE DESKTOP, EMAC G4	APPLE DESKTOP, EMAC G4	APPLE DESKTOP, EMAC G4	APPLE DESKTOP, EMAC G4	PRINTER LEXMARK T630N	PRINTER LEXMARK T630N	PROJECTOR ULTRAPORTABLE HIGHEND EPSON	COMPTER, MAC EMAC G4	APPLE DESKTOP, EMAC G4 W/17"FLAT CRT/CD	COMPTER, MAC EMAC G4	COMPTER, MAC EMAC G4	COMPUTER, DELL WS 330	COMPUTER, MAC IMAC	PROJECTOR, LCD EPSON	COMPUTER, MAC IMAC	TABLE, ROUND 60 INCH	EquipmentNu Description mber
-	-	7	-1	7	Т	Т	7	1	7	7	1	-	4	7	7	7	т	4	-1	7	т	7	т	1	7	7	7	٦,	1	٦	7	1	-	т	-1	-1	- 1	-1	7	ഒ	7	1	Condition Class
046	044	046	011	046	044	044	044	044	035	035	035	035	035	035	035	035	044	044	24	044	020	019	044	044	044	24	24	044	044	24	24	044	056	044	044	044	044	044	044	056	94	035	Class
002849	089293	077515	069518	036421	034023	023412	023412	020981	016984	016984	016984	016984	016984	016984	016984	016984	011626	010199	168816	168816	072432	120288	063408	063268	063268	062755	062755	062755	062755	062755	057611	057611	049564	970954	970954	970954	970954	971428	840128	839171	793330	754381	Voucher Number
10/26/2004	07/18/2005	06/02/2005	04/28/2005	03/01/2005	02/25/2005	01/14/2005	01/14/2005	01/04/2005	12/13/2004	12/13/2004	12/13/2004	12/13/2004	12/13/2004	12/13/2004	12/13/2004	12/13/2004	11/09/2004	11/08/2004	10/04/2004	10/04/2004	09/10/2003	03/01/2004	07/23/2003	07/22/2003	07/22/2003	07/23/2003	07/23/2003	07/23/2003	07/23/2003	07/23/2003	06/17/2003	06/17/2003	05/14/2003	07/18/2002	07/18/2002	07/18/2002	07/18/2002	06/30/2002	04/30/2001	04/05/2001	10/31/2000	07/28/2000	Acquire Date
2,197.00	12,048.17	13,400.00	1,793.30	1,365.00	1,721.50	1,205.00	1,205.00	1,651.00	1,028.00	1,028.00	1,028.00	1,028.00	1,028.00	1,028.00	1,028.00	1,028.00	1,208.00	1,318.00	1,239.00	1,239.00	4,295.00	4,763.32	1,390.00	1,208.00	1,208.00	1,100.30	1,100.30	1,100.30	1,100.30	1,100.30	1,208.00	1,208.00	2,421.00	1,523.00	1,523.00	1,523.00	1,523.00	1,879.00	1,583.86	3,381.89	1,195.86	1,563.22	Amount
RO0484/6	KPLV302	30A88833/406KT010003	5058481069	X5303724	UV44900CSD0	9925TMN	9924711	6B8PTF1	NONE	99216P7	1TVFV51	UV4353LQRAP	UV4353QRRAP	32220005	2181907	YM316UN1NM2	9913874	9913B6N	G83257SRPQL	G83260JPPQL	G83260LCPQL	G83260KPPQL	G83260JLPQL	9911FR6	9911FPZ	EE20340262C	G8224DXWN54	G8224E3XN54	G8224E0SN54	G8224E1TN54	3HP2L11	RN1120XZKLB	B9Z00Z1040C	XA03902QJV8	NONE	SerialNumber							
3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	F202	3222	3222	3222	3222	Location
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Project 3222

11-00166 PRE	. 10	- 85	10		3 30					4974	riota	10-03741 AB:	10-03740 AB:	10-01990 PRI	10-01924 API	10-01917 AP	09-04741 AP	08-13165 AC	08-11899 AP	08-11898 AP	le le	08-11120 WI	08-11117 W	08-09610 DE	08-08733 32		57	08-00362 AP	08-00361 AP	08-00355 AP	08-00354 AF	07-83493 AC	07-83492 AC	07-80251 TA	07-14273 DE	07-14271 DE	07-10734 W	07-10733 W	07-10126 PF		07-03889 DO	06-84195 (
Heartstart FRX Defibrilator PRESSURE PRO EAGLE SERIES E4040HG	AFFLE MACBOOK 2.0 GHZ 13.3 DISPLAY	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	PRINTER, LEXMARK T652DN B/W DUPLEX ADMIN	APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY	APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY	APPLE MACBOOK PRO 2.5GHZ 17" DISPLAY	ACTIVEXPRESSION 32	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	APPLE MACBOOK INTEL CORE 2 DUO 2,0GHZ	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	WHITEBOARD, INTERACTIVE SMART BOARD SB68	WHITEBOARD, INTERACTIVE SMART BOARD SB68	DELL WS3400 W/20" FLAT PANEL	32 ACTIVOTE 2.4GHZ	APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3"	DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	ACTIVBOARD PROMETHEAN	ACTIVBOARD PROMETHEAN	TANBERG T-150 MXP	DELL,LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL	DELL,LAPTOP, DS20 W/CD-RW/DVD 14.1"DISPL	WHITEBOARD PROMETHEAN W/STAND INSTAL WAR	WHITEBOARD PROMETHEAN W/STAND INSTAL WAR	PRINTER, LEXMARK C772N COLOR LASER	CLUB CARDIO TRAINING	DOWNDRAFT TABLE-RUBBER 34"H	COMPUTER, DELL STAR SYSTEM	DELL, DAPIOP, D810 W/DVD-KW/15.4" DISPLA
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083 014	24	044	044	944	011	011	011	24	011	011	011	011	011	044	044	044	044	011	044	944	044	011	011	044	011	044	044	044	044	044	044	011	011	046	044	044	011	011	044	020	016	044	044
157784 166934	155179	155176	155173	155146	137681	137681	137681	142331	138892	138890	138869	138868	138867	114113	106089	106082	040319	017126	015447	015447	015447	021311	021322	023389	013458	274342	005398	258264	258264	258264	258264	232531	232531	183826	004455	004455	231607	231607	227681	205490	197693	PC-3	110/90
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1,310.86 1,033.33	1,553.00	1,553.00	1,553.00	1,553.00	1,169.00	1,169.00	1,169.00	1,553.00	1,169.00	1,169.00	1,169.00	1,169.00	1,169.00	1,423.50	2,729.00	2,729.00	3,299.00	2,195.00	1,505.00	1,505.00	1,505.00	1,002.00	1,002.00	1,506.00	2,702.00	1,499.00	1,748.00	1,499.00	1,499.00	1,499.00	1,499.00	1,202.00	1,202.00	1,172.90	1,441.00	1,441.00	1,677.00	1,677.00	3,067.00	4,031.32	1,619.10	2,863.30	2,238.00
B10F00530 1007016	W8017ZXNATM			WQ017P7XATM	C0911120515	C0911120514	C0911120513	W801014M66H	C0912220076	C0912220077	C0912220078	C0912220079	C0912220080	793N3BW	W89341QN8YA	W89341RU8YA	W8837045YP3	32220007	W88152U10P0	W88152RJ0P0	W88152SG0P0	SB680R2A69847	SB680R2394729	JM1QGG1	32220008	W87329PLZ5V	89B1RD1	W8724A8DYA2	W87245F0YA2	W87245E4YA2	W87245APYA2	0646162021	0646162020	38A04444	8P850D1	4Q850D1	0646162018	0646162019	940PFD9	L764700	66403501	8L4WK91	GFKD881
3222 3222	3222	3222	3222	3222	G400	G400	G400	G400	G400	G400	G400	G400	G400	G400	6400	G400	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222

12-04829 12-04830 12-04831 12-04832	12-04826 12-04827 12-04828	12-04823	12-04822	12-04816	12-04814	12-04809	12-04806	12-04805	12-04804	12-04800	12-04799	12-04/9/	12-04796	12-02426	12-02191	12-02188	12-02187	12-02186	12-02106	11-80149	11-05741	11-04448	11-04443	11-03243	11-02241	11-02240	11-02239	11-02238	11-01362	11-01361	11-01358	11-01357	11-01356	11-01355	11-00758
APPLE IMAC INTEL W/21.5" LED GLSY WDSCN APPLE IMAC INTEL W/21.5" LED GLSY WDSCN APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN APPLE IMAC INTEL W/21.5" LED GLSY WDSCN APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2 AGUZ 13 3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	APPLE IMAC INTEL W/21.5" LED GLSY WDSCN	Apple teacher laptop	WHITEBOARD INTERACTIVE	Cisco WAVE 574 Proxy Server	mabook laptops	mabook laptops	CART, DATAMATION DELL	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	LAPTOP, APPLE MACBOOK	LAPTOP, APPLE MACBOOK	LEXMARK T652dnB/W DUPLEX LASER PRINTER	LEXMARK T652dnB/W DUPLEX LASER PRINTER	LEXMARK T652dnB/W DUPLEX LASER PRINTER	LEXMARK T652dnB/W DUPLEX LASER PRINTER	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA
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302665 302666 305406 305407	302662 302663 302664	302648 302649	302647	302640	302628	302593	302592	302591	302590	202582	302580	302558	302556	270192	272189	272186	272184	272183	263645	PC-3	224670	227219	227214	209311	196877	196876	196875	196874	180977	180976	181044	181043	181042	181041	174059
06/11/2012 06/11/2012 06/26/2012 06/26/2012	06/11/2012 06/11/2012 06/11/2012	06/11/2012 06/11/2012	06/11/2012	06/11/2012	06/11/2012	06/11/2012	06/11/2012	06/11/2012	06/11/2012	06/11/2012	06/11/2012	06/11/2012	06/11/2012	01/18/2012	01/27/2012	01/27/2012	01/27/2012	01/27/2012	12/06/2011	09/17/2010	06/03/2011	06/14/2011	06/14/2011	03/30/2011	01/31/2011	01/31/2011	01/31/2011	01/31/2011	10/29/2010	10/29/2010	10/29/2010	10/29/2010	10/29/2010	10/29/2010	09/29/2010
1,307.85 1,307.85 1,363.00 1,363.00	1,307.85 1,307.85 1,307.85	1,307.85	1,307.85	1,307.85	1,307.85	1,511.75	1,511.75	1,511.75	1,511.75	1 511 75	1 511 75	1,511.75	1,511.75	1,248.00	1,307.85	1,307.85	1,307.85	1,307.85	1,037.30	1,999.00	6,146.85	1,037.30	1,037.30	1,100.05	1,248.00	1,248.00	1,248.00	1,248.00	1,320.55	1,320.55	1,248.00	1,248.00	1,248.00	1,248.00	1,169.00
D25HP1KDDHJF D25HP1KMDHJF C02HQ022DWWM C02HQ02ADWWM	D25HP1KKDHJF D25HP1KHDHJF D25HP1KGDHJF	D25HP1KFDHJF D25HP1KLDHJF	D25HP1KEDHJF		D25HP1KADHJF	C1MHDNPRDV13	C1MHDRLYDV13	_	-	CIMHDNHKDVI3	C17HC6HTDV13	C17HC6HGDV13	C1MHDNL2DV13	7951TBX	D25GX0PWDHJF	D25GX0PNDHJF	D25GTOU8DHUF	D25GTOU4DHJF	451450B6GST	SB680R2269374	MX2115019P	4512311ZGST	451230YQGST	19276	794K9LY	794K9N4	794K9V2	794K9N7	450410BJFYN	4503704FFYN	794CTBN	794CT90	794CTDK	794CTF1	C1006210003
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VACUUM, WET/DRY 16 GALLON BATTERY OPER	BURNISHER, HI-SPEED ELECTRIC 20" TENANT	TENNANT HEAVY DUTY FLOOR MACHINE	MED BIN CART	PRINTER, LEXMARK C792E COLOR LASER	PRINTER, LEXMARK C792E COLOR LASER	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY	APPLE IMAC INTEL W/21.5" UPGRADED LED	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	DELL PRECISION T5600 W/24" FLAT PANEL	Toshiba LCD TV 65 in INM TOS65HT2U	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	APPLE MACEUOK PRO 13" 2.5GHZ 13" DISPLY	APPLE MACOON PRO 13 2.56HZ 13 DISPLY	APPLE MACEOOK PRO 13" 2 COURT 13" DISPLY	Apple MACBOOK PRO 12" 3 COLD 12" STEEL	PRINTED LEXMANN TOSZON BY W DUPLEX LASER	PRINTER LEXIMORY TESTON BOW DUPLEY LASER	PRINTER LEXMARK TESTON BOW DITTER LAKED	PRINTER, LEXMARK T652DN B/W DUPLEY I ASER	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	TELEVISION, FLAT SCREEN TOS65HT2U 65"	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART
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473254	473754	473753	ESESSE	385317	205210	PRADARE	384631	384630	384594	363718	363717	363716	356266	356265	343500	343499	343498	343497	343496	343495	342172	342171	3421/0	242029	342070	342078	93009	308628	308626	308625	308623	308620	308608	308607	308606	308605	308604	305425	305424	305423	305422	305421	305420	305409	305408
06/12/2014	06/17/2014	06/17/2014	06/17/7013	06/11/2013	06/11/2013	06/07/2013	06/07/2013	06/07/2013	06/07/2013	03/15/2013	03/15/2013	03/15/2013	02/15/2013	02/15/2013	12/21/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	12/21/2012	12/18/2012	12/18/2012	12/18/2012	7107/81/71	7107/01/71	17/18/2012	11/08/2012	07/25/2012	07/25/2012	07/25/2017	07/25/2012	07/25/2012	07/25/2012	07/25/2012	07/25/2012	07/25/2012	07/25/2012	06/26/2012	06/26/2012	06/26/2012	06/26/2012	06/26/2012	06/26/2012	06/26/2012	06/26/2012
1,785.81	1 200 45	1 205 10	2 200 00	306700	205700	151100	151100	1 511.00	1.511.00	1.270.88	1,511.00	1.511.00	2,730.47	1,998.00	1,511.00	1,511.00	1,511.00	1,511.00	1,511.00	1,511.00	1,248.00	1,248.00	1,248.00	1,248.00	1,248.00	1 3/8 0	1 998 0	1 511 70	1.511.7	1 511 7	15117	1.511.7	1.511.79	1 511 7	1.511.7	1 511 7	1 511 7	1.363.0	1.363.0	1,363.0	1,363.0	1,363.0	1,363.00	1,363.00	1,363.00
10679025	10696064	90073310681700	106237	5062169472N07	COCASCIDIO	20 12		COKALILIENO	CO2K3INODTY3			350 3	223	Ξ.	_	_	_) COZJHNL9DTY3) COZJHMREDTY3	CO2JHMSSDTY3) 795HNP3) 795HNPB	_		•		- `		٠, ١	-	- '	3 1	٠. ,	,	5, ,	٠, ١	٠, ،	0	0	O	0	0	1227	2211	0 CO2HQO2ZDWWM
3222	777	3222	7776	3222	2225	2226	2226	3777	3227	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	2226	3777	3322	3777	3222	כככב	3777	3333	3222	3222	2272	3227	3227	3222	3222	3222	3222	3222	3222



NONE	1,265.96	08/19/2014 08/19/2014	483051 483051	035		MOBILE FOLDING TABLE, 60" ROUND WITH BENC MOBILE FOLDING TABLE, 60" ROUND WITH BENC	15-00836 15-00837
NONE	1,265.96	08/19/2014	483051	035	٦.	MOBILE FOLDING TABLE,60" ROUND WITH BENC	15-00835
NONE	1,265.96	08/19/2014	483051	235	⊣ ⊣	MOBILE FOLDING TABLE, 60" ROUND WITH BENC	15-00833 15-00834
NONE	1,265.96	08/19/2014	483051	035	-	MOBILE FOLDING TABLE, 60" ROUND WITH BENC	15-00832
NONE	1,265.96	08/19/2014	483051	035	٦.	MOBILE FOLDING TABLE, 60" ROUND WITH BENC	15-00831
NONE NONE	1,617.41	06/30/2014	476650	035	- -	EXECUTIVE DESK 72* CHERRY FINISH	15-00302
D25MW07QF8J9	1,617.41	06/30/2014	476650	044	١ ٦	IMAC 27-INCH	14-065/3
D25MW07GF8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06572
D25MW08PF8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06571
D25MW06CF8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06570
D25MW07AF8J9	1,617.41	06/30/2014	476650	044	7	IMAC 27-INCH	14-06569
D25MW087F8J9	1,617.41	06/30/2014	476650	044	4	IMAC 27-INCH	14-06568
D25MW089F8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06567
D25MW090F8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06566
D25MW068F8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06565
D25MW091F8J9	1,617.41	06/30/2014	476650	044	¬	IMAC 27-INCH	14-06564
D25MW05XF8J9	1,617.41	06/30/2014	476650	244	-	IMAC 27-INCH	14-06563
D25MW08QF8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06562
D25MW088F8J9	1,617.41	06/30/2014	476650	044	7	IMAC 27-INCH	14-06560
D25MW05RF8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06559
D25MV0WPF8J9	1,617.41	06/30/2014	476650	044	٦.	IMAC 27-INCH	14-06558
D25MW07YF819	1.617.41	06/30/2014	476650	044	٦.	IMAC 27-INCH	14-06557
D25MW08BF819	1,617,41	06/30/2014	476650	044	٦ -	IMAC 27-INCH	14-06556
DOSMINIOS	161741	06/30/2014	476650	2 3	٠,	IMAC 27-INCH	14-06555
D25MW082FRI9	1,617.41	06/30/2014	476650	24	⊣ -	IMAC 27-INCH	14-06554
DOSA IAICO	1 617 41	06/30/2014	75650	3 1	٠.	IMAG 77-INCH	1406553
D25MMORIERIO	1,017.41	06/30/1014	476650	2 1	٠ -	IMAC 27-INCH	14-06552
DOSMOVATOR	1,617.41	06/30/2014	476650	044	٠ -	INAC 27 INCH	14-06551
D25MW07RF8J9	1,617.41	06/30/2014	476650	044	, –	IMAC 27-INCH	14-06549
D25MW0D4F8J9	1,617.41	06/30/2014	476650	044	ı – ı	IMAC 27-INCH	14-06548
D25MW06PF8J9	1,617.41	06/30/2014	476650	044	7	IMAC 27-INCH	14-06547
D25MW08RF8J9	1,617.41	06/30/2014	476650	044	T	IMAC 27-INCH	14-06546
D25MW08MF8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06545
D25MW05MF8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06544
D25MW07WF8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06543
D25MW06NF8J9	1,617.41	06/30/2014	476650	044	7	IMAC 27-INCH	14-06541
D25MW05YF8J9	1,617.41	06/30/2014	476650	044	-	IMAC 27-INCH	14-06539
D25MW08NF8J9	1,617.41	06/30/2014	476650	044	7	IMAC 27-INCH	14-06538
D25MW08XF8J9	1,617.41	06/30/2014	476650	044	7	IMAC 27-JNCH	14-06537



94-11014 96-12394 96-18466 97-23956	91-22517 93-23175 93-23210	86-27824 86-27851	17-02538	17-02373	17-02215	17-01991	17-01990	16-02920	16-01980	16-00668	15-05993	15-05992	15-05991	15-05990	15-05988	15-05987	15-05986	15-05985	15-05984	15-05983	15-05982	15-05981	15-05980	15-05979	15-05978	15-05977	15-05976	15-05975	15-05966	15-04711	15-04239	15-02636	15-02258
CABINET SHOP GENERAL LESS TOOT #458705 SCRUBBER, AUTOMATIC, MINUTEMAN MC1700-00 PRINTER, POSTER PRO LX MAC TORSO DELUXE TEACHING	CABINET, TRAY TOTE LARGE W/CASTERS #1544 PIANO KAWAI UST-8 STUDIO WALNUT DAMP CHA MACHINE GROUT DULEX ZBID-420	CABINET B/G W/TOOLS FOUNDRY #IS17CT CABINET B/G W/TOOLS WOODWORKING #TS10CT TORSO WARD BIOLOGY TEACH \$1W1150	LENOVO P310 DESKTOP	Refurb Life Fitness 95t Treadmill	SERVER, POWEREDGE R330 HEATED HOLDING & HUMIDIFIED CABINET DITTC	ZEUS IPTV ENCODER SDI, HDMI, SDI INPUT	IPTV CONNECT V2	RECORDEX SIMPLICITYTOUCH 70 HD PANEL	ZEBRA SERIES 3 PRINTER	EXECUTIVE L SHAPED DESK	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACEOON PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	APPLE MACBOOK PRO 13"	MACBOOK PRO DISPLAY	KILN, ELECTRIC	LAPTOP CART - EARTH WALK CART 30 USER	PRINTER, LEXMARK MX710DE B/W LASER/FAX/C	LAPTOP CART - EARTH WALK CART 30 USER
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097137 414444 340249 488997	719547 061331 058389	47201 47201	665660	665738	660391	658694	658693	603159	583987	558315	551354	551354	551354	551350	551350	551350	551350	551350	551350	551350	551350	551350	551350	551350	551350	551350	551350	551350	551259	544940	531274	505939	500161
01/29/1993 09/13/1996 01/17/1996 08/08/1997	05/07/1991 05/09/1992 09/23/1992	05/09/1986	04/28/2017	04/28/2017	03/24/2017	03/14/2017	03/14/2017	03/16/2016	12/11/2015	08/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	06/25/2015	05/22/2015	03/24/2015	11/04/2014	10/10/2014
1,271.70 2,029.68 3,196.00 1,339.80	1,413.30 1,356.31 2,498.00 2,253.00	3,310.00	1,153.00	1,750.00	3,530.00	2,515.50	2 828 32	5,188.00	1,595.00	1,809.00	1,329.00	1.329.00	1,329.00	1,329.00	1,329.00	1,329.00	1,329.00	1,329.00	1,329.00	1,329.00	1,329.00	1.329.00	1,329.00	1 229 00	1.329.00	1 329 00	1,329.00	1,329.00	1,399.00	2,240.35	1,339.00	3,096.00	1,339.00
32220004 7960092 41206703 04220006	32220003 A7541 5683	NONE		4555	JG8MXG2		IDN53	1000	CL65017536		_		CO2PVXTBFVH3	2017-12		CO2PVXT7FVH3	1022	22.03	_	_		200		27370		2 1		_	C02PV661FVH5	7983	1020	7463479906D40	40842
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\$16038354 \$16038355	216036333	516038352	\$16038351	516038350	S16038349	516038348	\$16038347	516038346	\$16038345	S16038344	S16038343	\$16038342	516038341	516038340	S16029503	S16028294	\$16028293	R16-80135	R16-80134	R16-80133	R15-80275	R15-80147	R14-80120	R07-28408	R04-02577	A98-90716	A12-81232	A08-83619	A01-81298	99-80010	99-14988	98-11899	98-09180	97-93996	97-90151	97-55865	97-55026	97-55025	97-55024	97-55023	97-55022	97-55020	97-28839
MACBOOK AIR 11" 16 GHZ MACBOOK AIR 11" 16 GHZ	WACBOOK AIR 11 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	MACBOOK AIR 11" 16 GHZ	LENOVO THINKCENTRE M93Z TOUCH 23	IPAD MINI W/RETINA DISPLAY 32GB - GRAY	IPAD AIR WIFI 16GB - SPACE GRAY	CREDENZA	CREDENZA	EXECUTIVE DESK	FELLOWES CROSS CUT SHREDDER	LAMINATOR 27" ROLL HEAT SEALED	LEXMARK MFP PRINTER	BRETFORD CART FOR 20 NOTEBOOK	PRINTER, LEXMARK T630N	MIXER, HOBART INDUSTRIAL	CART, BRETFORD IPAD POWERSYNC	ACTIVEXPRESSIONS 32 PIECE SET	CAMCORDER, SONY DIGITAL VIDEO	MACHINE SEWING, 9000 MEMORY CRAFT	TELEVISION, STEREO COLOR 35"	MACHINE ARM CURL, 44"WLX66"H, 410LB SU75	PRINTER, LEXMARK OPTRA S 1250	CABINET W/TOOLS	CABINET W/TOOLS, MWL-84G2	PIANO, UPRIGHT STUDIO YAMAHA	BENCH, WORK FOUR STUDENT	BENCH, WORK FOUR STUDENT	BENCH, WORK FOUR STUDENT	BENCH, WORK FOUR STUDENT	BENCH, WORK FOUR STUDENT	CABINET, MW84W W/TOOLS	TORSO, OPEN BACK W/VERTEBRAE BIO MDL
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591992 591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	582328	582117	582115	607850	607850	607850	529317	346630	PC-3	NF-3	066838	NF-3	295651	NF-3	NF-3	626488	666561	577356	572642	536308	518480	513185	505036	505036	505036	505036	505036	505036	495644
01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	12/02/2015	12/02/2015	12/02/2015	05/20/2016	05/20/2016	05/20/2016	03/13/2015	12/08/2014	10/08/2013	07/18/2006	07/31/2003	07/01/1997	04/30/2012	05/09/2008			08/16/1999			03/11/1998	12/17/1997			10/24/1997	10/24/1997	10/24/1997		10/24/1997	09/10/1997
1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,290.00	299.00	379.00	1,155.31	1,155.31	1,421.5	1,850.00	1,406.00	1,799.00	1.399.9	1.208.00	1.599.00	2,577.5	2 195 0	2,136.00	1 669 0	1.805.00	7 199 0	1.555.50	6 719 0	5.123.00	2,965.0	1,382.4	1,382.4	1,382.4	1,382.4	1,382.40	4,410.00	1,385.00
C02QY7Y2GFWM	C02QT7WCGFWM	C02QT7WJGFWM	CO2QT7VQGFWM	CO2QT7WXGFWM	CO2QT7W6GFWM		C02QT7XUGFWM	COZQT7V8GFWM) C02QT7W7GFWM	CO2QT7YDGFWM	COZQT7XWGFWM	C02QT7W9GPWM	CO2QT7V9GFWM			F9FQL5VZFCM6	DMPQLR7FFK10	NONE	NONE	NONE	0 141229IK0178740	0 A100222G	0 79G60TZ	5 32220001	0 9912K8T	0 111036176	7 04220015	0 04720011	0 1009209	0 830151887	0 9066356	0 014931	0 11-57967	NONE	O NONE	0 T219378				NONE	0 NONE	O NONE	0 04220007
SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	SMRT	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3222	3272	3272	3777	3222	3272	3222	3222	3222	3222	3222	3222	3222	3222	3222



\$16059086 \$16059087	\$16059084	\$16059083	\$16059082	\$16059081	\$15055000	\$16059078	316059077	\$16059076	\$16059075	\$16059074	\$16059073	\$16059072	\$16059071	516059070	S16059069	\$16059068	\$16059067	S16059066	\$16059065	516059064	S16059063	\$16059062	\$16059061	\$16059060	516038372	\$16038371	\$16038370	S16038369	\$16038368	\$16038367	\$16038366	516038365	\$16038364	\$16038363	\$16038362	\$1603836	\$16038360	\$16038359	\$16038358	516038357	\$16038356
AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33				AP230 INDOOR PLENUM RATED, 2 RADIO 3X33			7. AAT			700 .00	165 165		,				_	٠.		7		52 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	- 100 - 100	50 AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	72 MACBOOK AIR 11" 16 GHZ	71 MACBOOK AIR 11" 16 GHZ		59 MACBOOK AIR 11" 16 GHZ		67 MACBOOK AIR 11" 16 GHZ	56 MACBOOK AIR 11" 16 GHZ	65 MACBOOK AIR 11" 16 GHZ	64 MACBOOK AIR 11" 16 GHZ	63 MACBOOK AIR 11" 16 GHZ	1 100	30 .5 000	60 MACBOOK AIR 11" 16 GHZ	_	MACBOOK AIR 11" 16 GHZ	COLPE	
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611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	611108	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992	591992
04/26/2016 04/26/2016 04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	04/26/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016	01/20/2016
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Apple MacBook 2.4 GHz; 2 GB RAM	Apple MacBook 2.4 GHz; 2 GB RAM	Apple MacBook 2.4 GHz; 2 GB RAM	Apple MacBook 2.4 GHz; 2 GB RAM	Apple MacBook 2.4 GHz; 2 GB RAM	Apple MacBook 2.4 GHz; 2 GB RAM	Lexmark Refresh Printer-T640n	Lexmark Refresh Printer-T640n	Lexmark Refresh Printer-T640n	Lexmark Refresh Printer-T640n	Lexmark Refresh Printer-T640n	Lexmark Refresh Printer-T640n	Lexmark Refresh Printer-T640n	Lexmark Refresh Printer-T640n	Lexmark Refresh Printer-T640n	APPLE REFRESH RAID SERVER	APPLE-REFRESH LAPTOP	APPLE-REFRESH LAPTOP	APPLE-REFRESH LAPTOP	APPLE-REFRESH LAPTOP	APPLE-REFRESH LAPTOP	APPLE-REFRESH LAPTOP	APPLE-REFRESH LAPTOP	Apple Refresh Server	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33
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2,769.81	2,769.81	2,769.81	2,769.81	2,769.81	2,769.81	1,099.66	1,099.66	1,099.66	1,099.66	1,099.66	1,099.66	1,099.66	1,099.66	1,099.66	3,970.32	1,395.62	1,395.62	1,395.62	1,395.62	1,395.62	1,395.62	1,395.62	3,021.23	566.17	566.17	566.17	566.17
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Attach ment 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: '

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



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:

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

Mor Tourseller & A NO

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.



CROSS CREEK SCHOOL/3222

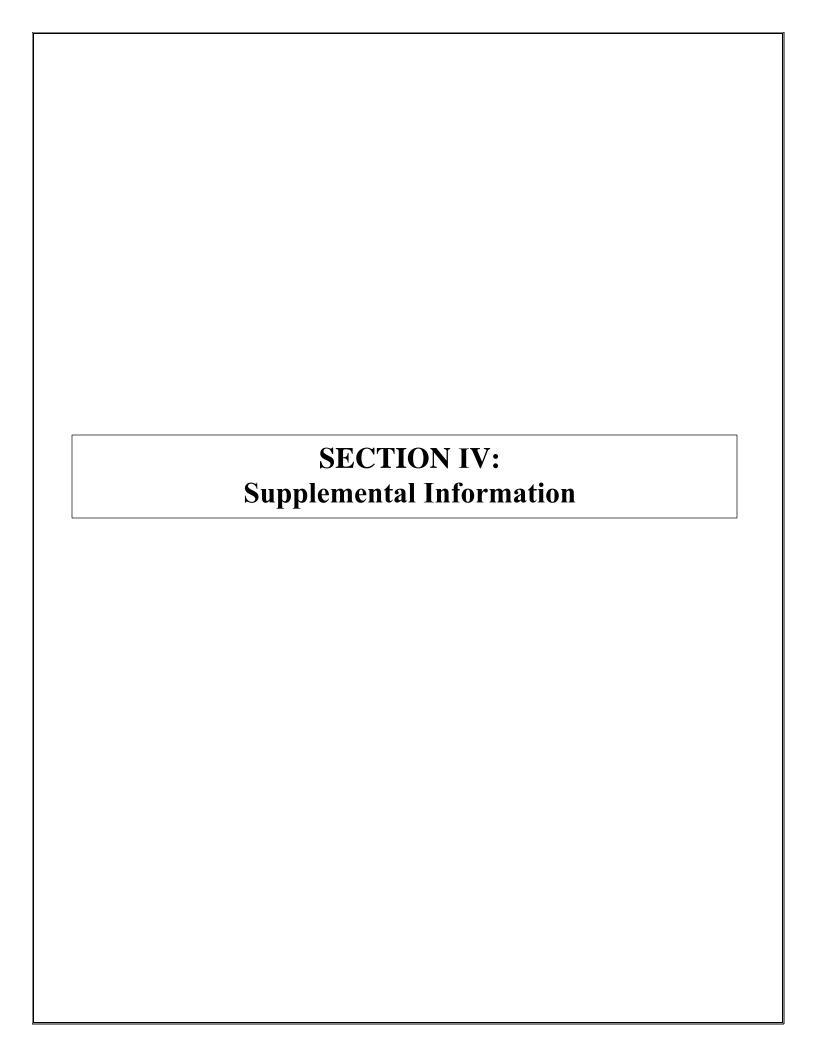
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BPI	SERIAL NUMBER	DESCRIPTION	LOCAT	ric	ON
15-05980	CO2PVXSZFVH3	APPLE MACBOOK PRO 13"	Page:	1	(3290) - Transfer Form: 27481
06-84195	8L4WK91	Computer, Dell Star System	Page:	2	(3290) - Transfer Form: 27481
05-39638	6B8PTF1	DELL, DESKTOP, P4 WS370 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





The 2016 Florida Statutes

Title XVIII

PUBLIC LANDS AND PROPERTY

TANGIBLE PERSONAL PROPERTY OWNED BY LOCAL GOVERNMENTS

CHAPTER 274

TANGIBLE PERSONAL PROPERTY OWNED BY LOCAL GOVERNMENTS

- 274.1 Definitions.
- 274.2 Record and inventory of certain property.
- 274.3 Property supervision and control.
- 274.4 Property acquisition.
- 274.5 Surplus property.
- 274.6 Alternative procedure.
- 274.7 Authorizing and recording the disposal of property.
- 274.8 Penalty.
- 274.9 Construction.
- 274.10 Initiation of act.
- 274.11 County health department property.
- 274.12 Special districts subject to chapter.
- **274.1 Definitions.**-The following words as used in this act have the meanings set forth in the below subsections, unless a different meaning is required by the context:
- (1) "Governmental unit" means the governing board, commission or authority of a county or taxing district of the state or the sheriff of the county.
- (2) "Custodian" means the person to whom the custody of county or district property has been delegated by the governmental unit.
 - (3) "Property" means all tangible personal property, owned by a governmental unit, of a nonconsumable nature.
- (4) "Fiscal year" means the governmental unit's fiscal year established pursuant to law; otherwise, it means the calendar year.

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

274.2 Record and inventory of certain property.-

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

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

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

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

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

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

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

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

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

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 weeks prior to sale in a newspaper having a general circulation in the county or district in which is located the official office of the governmental unit, and in additional newspapers if in the judgment of the governmental unit the best interests of the county or district will better be served by the additional notices; provided that nothing herein contained shall be construed to require the sheriff of a county to advertise the sale of miscellaneous contraband of an estimated value of less than \$5,000.

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

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

recorded in the records required by that section.

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

- **Penalty.-Any** person who violates any provision of this act or any rule prescribed pursuant to its authority shall be guilty of a misdemeanor of the second degree, punishable as provided ins. 775.082 ors. 775.083. **History.- s. 8,** ch. 59-163; s. 158, ch. 71-136.
- 274.9 Construction.-The provisions of this act shall be liberally interpreted to be cumulative and supplementary to any general, special or local law, heretofore or hereafter enacted.

 History.- s. 10, ch. 59-163.
- **274.10 Initiation of act.**-This act shall govern the administration of the property of each governmental unit from the beginning of such governmental unit's fiscal year next succeeding Niay 28, 1959. **History.- s.** 11, ch. 59-163.
- 274.11 County health department property.- Title to property purchased by county health departments establi shed pursuant to the provisions of chapter 154, whether purchased with federal, state or county funds, or any combination thereof, shall be vested in the board of county commissioners of the county where said county health department is located and shall be accounted for in accordance with the provisions of this chapter.

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

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

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

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CHAPTER 69I-73

Tangible Personal Property Owned by Local Governments

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

69I-73.001 Definitions.

- (1) "Control Accounts" means summary accounts designed to control accountability for individual property records. Unlike individual property records which establish accountability for particular items of property, control accounts accumulate the total cost or value of the custodian's property and, through entries to the control accounts documenting acquisitions, transfers and dispositions, provide evidence of the change in that total cost or value over periods of time as well as the total cost or value at any time.
- (2) "Cost" means acquisition or procurement cost (i.e., invoice price plus freight and installation charges less discounts). In determining cost, the value of property exchanged by the custodian in satisfaction of a portion of the purchase price of new property shall not be deducted from the full purchase price regardless of any property "traded in" on the new property.
 - (3) "Custodian" has the meaning set forth in Section 274.01(2), F.S.
- (4) "Custodian's Delegate" means a person acting under the supervision of the custodian to whom the custody of property has been delegated by the custodian and, from whom the custodian receives custody receipts.
- (5) "Data Processing Software" has the meaning set forth in Section 119.011(6), F.S. Data processing software is not considered to be property within the meaning of these rules.
 - (6) "Depreciated Cost" means cost less accumulated depreciation.
- (7) "Financial System" means the fund accounting process used by the local government for recording cash and other financial resources, expenditures and other financial uses, together with all related liabilities and residual equities or balances.
 - (8) "Fiscal Year" means the governmental unit's fiscal year established pursuant to law.
 - (9) "Governmental Unit" has the meaning set forth in Section 274.01(1), F.S.
- (10) "Identification Number" means a unique number assigned and affixed to each item of property to identify it as property held by the custodian and for the purpose of differentiating one item of property from another.
 - (11) "Property" has the meaning set forth in Section 274.02(1), F.S.
- (12) "Unaccounted for Property" means property held by a custodian, subject to the accountability provisions of Section 274.03, F.S., which cannot be physically located by the custodian or custodian's delegate, which property has not been otherwise lawfully disposed of.
 - (13) "Value" means the worth or fair market value at the date of acquisitions for donated property.

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

69I-73.002 Threshold for Recording Property.

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

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

69I-73.003 Recording of Property.

- (1) Maintenance of Property Records Governmental units shall maintain adequate records of property in their custody. The records shall contain at a minimum, the information required by these rules.
- (2) Individual Records Required for Each Property Item Each item of property shall be accounted for in a separate property record. Related individual items which constitute a single functional system may be designated as a property group. A property

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

- (3) Content of Individual Property Records Each property record shall include the following information:
- (a) Identification number.
- (b) Description of item or items.
- (c) Physical location (the city, county, address or building name, and room number therein).
- (d) Name of custodian with assigned responsibility for the item.
- (e) In the case of a property group, the number and description of the component items comprising the group.
- (f) Name, make or manufacturer if applicable.
- (g) Year and/or model(s) if applicable.
- (h) Manufacturer's serial number(s) if any, and if an automobile, vehicle identification number (VIN) and title certificate number if applicable.
 - (i) Date acquired.
- (j) Cost or value at the date of acquisition for the item or the identified component parts thereof. When the historical cost of the purchased property is not practicably determinable, the estimated historical cost of the item shall be determined by appropriate methods and recorded. Estimated historical costs shall be identified in the record and the basis of determination established in the governmental unit's public records. The basis of valuation for property items constructed by personnel of the governmental unit shall be the costs of material, direct labor and overhead costs identifiable to the project. Donated items, including federal surplus tangible personal property, shall be valued at fair market value at the date of acquisition. Regardless of acquisition method, the cost or value of a property item shall include ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include expenditures that are directly attributable to asset acquisition, such as freight and transportation charges, installation costs and professional fees.
 - (k) Method of acquisition and, for purchased items, the voucher and check or warrant number.
 - (1) Date the item was last physically inventoried and the condition of the item at that date.
 - (m) If disposed of, the information prescribed in Rule 69I-73.005, F.A.C.
- (n) The local government may include any other information on the individual property record that the governmental unit may care to include.
- (4) Control Accounts A governmental unit-wide control account showing the total cost or value of the custodian's property shall be maintained. A governmental unit may keep additional control accounts for property to the extent deemed necessary for different funds or sub-funds. Control accounts shall not be established by periodically summarizing the costs or values recorded on the individual property records. Rather, entries to control accounts shall be derived from documents evidencing transactions affecting the acquisition, transfer or disposition of property items and shall be posted contemporaneously with entries to the individual property records.
- (5) Depreciation shall be recorded to meet local governments' financial reporting requirements relating to depreciation accounting. However, depreciation shall not be recorded on the individual property records or in control accounts in such a manner as to reduce the recorded acquisition cost or value (i.e., depreciation shall be recorded as an item separate from the acquisition cost).

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

69I-73.004 Marking of Property Records.

- (1) Marking of Property Each property item shall be permanently marked with the identification number assigned to that item to establish its identity and ownership by the governmental unit holding title to the item. The marking shall visually display the property identification number of the item and may include an electronic scanning code ("barcode") to facilitate electronic inventory procedures.
- (2) Exemptions for Marking Property Any item of property whose value or utility would be significantly impaired by the attachment or inscription of the property identification number, is exempt from the requirement for physical marking. However, the custodian's property records shall contain sufficient descriptive data to permit positive identification of such items.

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

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

69I-73.005 Disposition of Property.

- (1) Methods of Disposition Property within the meaning of these rules may be lawfully disposed of, as provided in Sections 274.05, 274.06 and 274.07, F.S. Property of the governmental unit which is not accounted for during regular or special inventories shall be subject to the rules regarding unaccounted for property (See Rule 69I-73.006, F.A.C.).
- (2) Required Information The following information shall be recorded on the individual property record for each item lawfully disposed of, pursuant to Sections 274.05, 274.06 or 274.07, F.S.:
 - (a) Date of disposition.
- (b) Authority for disposition (resolution of the governing body properly recorded in the minutes as required by Section 274.07, F.S.).
 - (c) Manner of disposition (sold, donated, transferred, cannibalized, scrapped, destroyed, traded).
 - (d) Identity of the employee(s) witnessing the disposition, if cannibalized, scrapped or destroyed.
- (e) For items disposed of, a notation identifying any related transactions (such as receipt for sale of the item, insurance recovery, trade-in).
- (f) For property certified as surplus, reference to documentation evidencing that such property was disposed of in the manner prescribed by Section 274.05 or 274.06, F.S.
- (3) Transfer of Property Records The individual property record for each item lawfully disposed of as described in this rule shall be, upon disposition of the item, transferred to a disposed property file. Destruction of such records shall be governed by the provisions of Chapter 119, F.S.
- (4) Control Account The cost or value of items lawfully disposed of shall be removed from the control account at the time of disposition.

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

69I-73.006 Inventory of Property.

- (1) Physical Inventory Required Each governmental unit shall ensure a complete physical inventory of all property is taken annually and whenever there is a change of custodian or change of custodian's delegate.
- (2) Inventory Forms The form used to record the physical inventory pursuant to Section 274.02(2), F.S., shall be at the discretion of the governmental unit. However, the form shall display at a minimum for each property item, the following information:
 - (a) Date of inventory.
 - (b) Identification number.
 - (c) Existence of property item (or not).
 - (d) Physical location (the city, county, address or building name and room number therein).
 - (e) Present physical condition.
 - (f) Name and signature of the employee or other individual attesting to the existence of the item.
 - (g) In the case of a property group, the number and description of the component items comprising the group.
- (3) Electronic scanning format used for the identification number is acceptable only if the recorded data is downloadable to a computer and can then be used to generate reports that will include all information required on the hardcopy inventory form.
- (4) Unrecorded Property Any property item found during the conduct of an inventory which meets the requirements for accounting and control as defined in Rule 69I-71.003, F.A.C., and which item is not included on the inventory forms described

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

- (5) Custodian Delegate Shall Not Inventory Certain Items The custodian delegate shall not personally inventory items for which they are responsible.
 - (6) Reconciliation of Inventory to Property Records Upon completion of a physical inventory:
- (a) The data listed on the inventory forms shall be compared with the individual property records. Noted differences such as location, condition and custodian shall be investigated and corrected as appropriate or alternatively, the item shall be relocated to its assigned location and custodian in the individual property record.
- (b) Items not located during the inventory process shall be promptly reported to the governmental unit which shall cause a thorough investigation to be made. If the investigation determines that the item was stolen, the individual property record shall be so noted, and a report filed with the appropriate law enforcement agency describing the missing item and the circumstances surrounding its disappearance.
- (7) Unaccounted for Property For items identified as unaccounted for and reported to the State's Chief Financial Officer, recording of the items as dispositions, or otherwise removing of the items from the property records, shall be subjected to approval of the State's Chief Financial Officer, as provided in Section 17.041, F.S., and Rule 69I-71.003, F.A.C.

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

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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 <u>regardless of cost</u> must be ordered through the District's Purchasing system utilizing appropriate coding. (Exhibit 1 - Detailed procedures for SMART purchasing and receiving)

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- 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:

<u>56420100: Furn/Fix/Equip-Under \$1,000 Non Trackable-SMART</u> is to be used when purchasing furniture, fixtures and equipment (excluding musical instruments).

<u>56421100</u>: 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.

<u>56440100</u>: Comp Equip-Under \$1,000 Non Trackable-SMART is to be used when purchasing keyboards, mice, wiring for computers and other similar technology/accessories.

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<u>56441100</u>: 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 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.

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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 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 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

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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/<u>Transfer</u> Declaration Form (See Exhibit 2).
- 2. The 3290A Surplus/<u>Transfer</u> 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/<u>Transfer</u> 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 <u>original</u> 3290A Surplus/<u>Transfer</u> 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.

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- 5. In the event assistance is required to relocate the tangible personal property, the receiving property custodian should forward the <u>original</u> 3290A Surplus/<u>Transfer</u> 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/<u>Transfer</u> Declaration Form at the time of pick-up and delivery.
 - b. Material Logistics will forward the <u>original</u> 3290A Surplus/<u>Transfer</u> 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. <u>ASSIGNMENT OF TANGIBLE PERSONAL PROPERTY TO STAFF</u>

- 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.

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D. <u>CONDUCTING SEMI-ANNUAL INVENTORIES</u>

- 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.

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- 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.

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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 <u>Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.</u>
- 3. The 3290A <u>Surplus</u>/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 <u>Surplus</u>/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 <u>Surplus/Transfer Declaration Form(s)</u> for their record and forward the <u>original</u> 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 <u>Surplus/Transfer Declaration Form along with the B-stock pick-up acknowledgment form to Accounting & Financial Reporting Department Capital Assets for processing.</u>
- 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 <u>Surplus</u>/Transfer Declaration Form and remove the property records from the location's property inventory.
- 9. Within five business days of receiving notification, the 3290A <u>Surplus/Transfer</u> 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

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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 <u>Surplus/Transfer Declaration Form to identify buses</u>, vehicles, and trailers to be salvaged.
 - b. The 3290A <u>Surplus</u>/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 <u>Surplus</u>/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 <u>Surplus</u>/Transfer Declaration Form(s) for their record and forward the <u>original</u> 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.

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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. <u>EXECUTION OF TANGIBLE PERSONAL PROPERTY DOCUMENTATION</u> <u>BY DESIGNEES</u>

- 1. Board policy <u>3204: PROPERTY ACCOUNTABILITY AND</u> <u>RESPONSIBILITY</u> 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.

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- 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.
- 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.
- 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.
- The property audit report will subsequently be transmitted to the School Board at a regularly scheduled School Board meeting.

APPROVED BY: CABINET

CABINET MEMBER SIGNATURE:

DATE: 8/1/17

Issued By:

Operations Division

REQUISITION PROCEDURES FOR SMART AND GENERAL OBLIGATION BOND (GOB) FUNDS ONLY

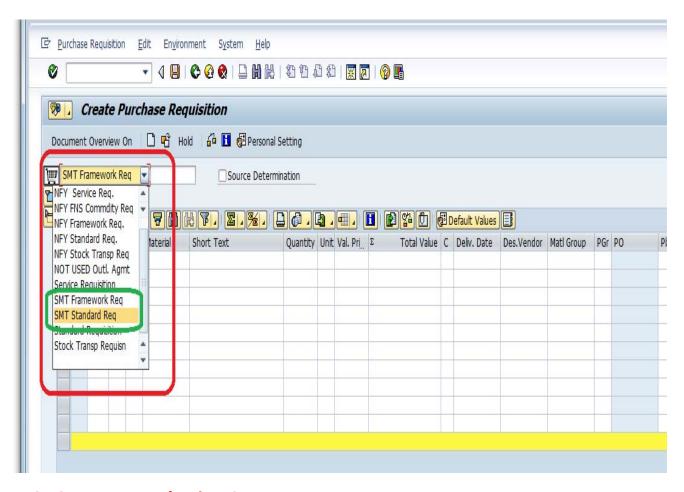
Follow the instructions and guidelines in this document to place orders for SMART and/or GOB purchases. Please note that there are different document types to use when creating requisitions for SMART/GOB orders. These document types must be used when creating SMART/GOB orders. The number sequence for 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 <u>56210100</u>

- II. Furniture, Fixtures & Equipment \$1,000 or more, use <u>56410100</u>
- C. Software \$1,000 or more use <u>56910100</u>
- D. Building, Fixed Equipment, Land and Remodeling/Renovations:
 - I. Buildings & Fixed Equipment, use 56310100
 - II. Land, use <u>56610100</u>
 - III. Capitalized Improvement other than Bldg. (Short Term), use <u>56710100</u>
 - IV. Capitalized Improvement other than Bldg. (Long Term), use <u>56730100</u>
 - V. Capitalized Permanent Land Improvements, use <u>56740100</u>
 - VI. Capitalized Remodeling/Renovations, use <u>56810100</u>
 - VII. Buses and motor vehicles, use <u>56510100</u> (buses) and <u>56520100</u> (motor vehicles)
 - VIII. WBS Element or Functional Area data will be used per Project and will be provided by Capital Budget

6. <u>SMART/GOB Non-Capitalized (\$999.99 or less) General Ledger</u> (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. <u>Expenditures</u> recorded using this GL account code will be tracked per PROP.)
- C. Other Equip.:
 - I. Library Books, use <u>56110100</u>
 - 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 <u>56920100</u>
- 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