

**School Name:** Cross Creek School 3222  
**Principal:** Colleen Stearn  
**Address:** 1010 NW 31<sup>st</sup> Avenue  
Pompano Beach, FL 33069

Total Number of Items in Inventory:	454
Total Dollar Cost of Items in Inventory:	\$591,036
Total Number of Items Unaccounted for:	24
Total Dollar Cost of Items Unaccounted for:	\$33,747
Total Net Value of Items Unaccounted for:	\$0
Percentage of Dollar Cost of Items Unaccounted for:	5.7%

### **Finding**

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

A review of all property and inventory was performed. Of the 454 assets recorded at the school, 24 items were unaccounted for. During the audit, the school provided the Inventory Audit Specialist (IAS) 3290A Surplus Declaration Transfer Forms dated 2014. The surplus documents were analyzed because they were over two years old. The forms were compared to the original surplus documents received by Accounting and Financial Reporting – Capital Assets (AFRD-CA) to try to determine why the equipment had not been removed from the school's property and inventory list. Discrepancies between the two sets were noted (see Exhibits I, J and K). The discrepancies included serial number changes, added equipment and incorrect B-Stock Transfer Tickets referenced. These discrepancies reflected the 24 items that are currently unaccounted for. At the conclusion of the audit, an exit conference was held with the Principal. The IAS explained that the altered surplus documents provided during the audit would need to be reviewed by the Property & Inventory Audit Manager.

During the 30-day revisit to the school, the Property & Inventory Audit Manager and IAS met with the Principal, Assistant Principal and newly hired Micro-Computer Tech to discuss the altered surplus documents that were provided during the audit. The Principal requested additional time to inquire about the altered surplus documents because she believed that the previous Micro-Computer Tech tried to correct the errors in the past and the emails containing that information were within the previous Micro-Computer Tech's email account. The Property & Inventory Audit Manager granted the Principal additional time to research the matter. On May 4, 2017, the Property & Inventory Audit Manager requested an update from the Principal. The Principal stated, "I was able to get access to her CAB email, but did not find pertinent documents. I have not obtained access to her Outlook" (see Exhibit L). On May 25, 2017, the Property & Inventory Audit Manager requested a second update. The Principal stated, "Yes, our updated PNI shows all items were removed other than the table and the laptop which we sent the memo for were removed from the inventory." The Property & Inventory Audit Manager requested that the Principal provide the documentation that was submitted to AFRD-CA to have the equipment removed. The Property & Inventory Audit Manager expected the Principal to provide documentation that had been discovered when she gained access to the previous Micro-Computer Tech's Outlook email account. The Principal contacted the Property and Inventory Audit Manager and explained that documentation had not been submitted to AFRD-CA.

In order to determine how the 24 items were removed from the District's Master File database, the Property & Inventory Audit Manager requested that AFRD-CA provide all records associated with the removal of the equipment. It was discovered that a Cross Creek School employee emailed the altered surplus documents to AFRD-CA on March 8, 2017, along with the Preliminary Property Audit Missing List Report

**(Cross Creek School continued)**

that had been provided to the Principal during the exit conference (see Exhibit I, J, and K). Copied on the email were the Principal and Assistant Principal. As a standard, locations are asked not to submit any documentation to AFRD-CA during an audit. In addition, the exit documentation signed by the Principal stated that all remaining unaccounted for items required physical verification by the IAS when the return reconciliation visit would be scheduled with the administrator. If an item had been identified as salvaged, a copy of the original signed & dated 3290A Surplus Declaration Form and the removal authorization form (B-Stock Transfer Ticket/approved vendor) should have been forwarded with the response. On March 31, 2017, AFRD-CA removed the equipment from the Master File database using the copies of the 3290A Surplus Declaration Transfer Forms that had been provided via email. The District's established internal controls require that AFRD-CA only process original documents. When AFRD-CA processed the altered forms, the department was out of compliance. AFRD-CA acknowledged that this was done in error and subsequently the department reinstated the 24 records. The equipment is considered unaccounted for.

An internal control weakness has been identified with the school's surplus process. The school displayed weaknesses in the controls of safeguarding tangible personal property. The school should have been conducting semi-annual inventories to ensure that the District's Master File database records were accurately maintained and up-to-date. Non-compliance with policies and procedures of fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets.

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

**Recommendations**

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

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

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

**(Cross Creek School continued)**

- Any corrections required to asset record(s) should be promptly reported to AFRD-CA. The property custodian should immediately notify AFRD-CA if any discrepancies are noted, so they can be corrected in a timely manner.
- Internal controls should be developed by the location to improve its processes for surplussing. The school should ensure that all equipment deemed salvageable is accurately documented on a 3290A Surplus Declaration Transfer Form and removed from the location during the scheduled pickup.
- During the property and inventory audit period, changes to asset records should not be processed/approved by administration; instead, should be provided to the Inventory Audit Specialist for the reconciliation of all assets. The only exception to this rule is the movement of Exceptional Student Learning equipment, which is allowable during a property and inventory audit.

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

As part of the Scope, Objective and Methodology of the Property and Inventory Audit, the OCA test compliance with policies and procedures prescribed by the School Board Policies 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.



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**B-Stock Transfer**

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

11-6-14 Drop off 2 PC Boxes when ready to P/L

12/9/14

F. Ramirez  
11/24/14

Requested By: Flavia Ramirez

Released By:

Date:

Received By:

Date:

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initiated by school administrator

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

Page 1 of 1

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

☒ Surplus (only issuing location required.)

☐ Transfer (both issuing and receiving location required.)

Transfer Assistance Required ☒ YES ☐ NO

Issuing Location: 3222  
 Location Name: Cross Creek School  
 Contact Name: Flavia Ramirez  
 Phone #: 754-321-6477

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

BPI Number If applicable	Serial Number	Model Number	Equipment Description
04-00196	✓ G83257RDPQL		APPLE DESKTOP, EMAC G4
04-00195	✓ G83255DAFQL		COMPUTER DESKTOP, EMAC G4
04-00190	✓ G83255C4FQL		APPLE DESKTOP, EMAC G4
04-00184	✓ G83260KVPQL		APPLE DESKTOP, EMAC G4
01-10180	✓ XA0391HCJVA		COMPUTER, MAC IMAC
05-30947	✓ UV4353QRRAP		APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY
03-00564	✓ G8224E0SN54		COMPUTER, EMAC G4
03-00557	✓ G8224E1TN54		APPLE DESKTOP, EMAC G4
01-10182	✓ XA03902QJV8		COMPUTER, MAC IMAC
01-19835	✓ FN1120XZKLB		COMPUTER, MAC IMAC
04-01214	✓ YM316UN1NM2		APPLE DESKTOP, EMAC G4

Equipment Transfer/Surplus Approved By: Colleen Steen Released By: Flavia Ramirez Micro-Tech Date: 09/19/14  
*Principal, Department Head or Designee*

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

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

Form #3290A  
 Rev. 01/05

Submit Surplus/Transfer Form to B-stock

**10****B-Stock Transfer**

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

11-6-14 Drop off 2 PC BOXES when ready or P.L. 11-25-14

12/9/14

F. Ramirez  
11/24/14

Requested By: Flavia Ramirez

Released By: *[Signature]*

Date: 11-24-14

Received By: *[Signature]*

Date: 11-24-14

Delivered By: *[Signature]*

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



☒ Surplus (only issuing location required.)

☐ Transfer (both issuing and Receiving location Required.)

Transfer Assistance Required ☒ YES ☐ NO

Issuing Location#: 3222

Location Name: CROSS CREEK SCHOOL

Contact Name: FLAVIA RAMIREZ

Phone #: 754-321-6477

Receiving Location: 9613B

Location Name: B-STOCK

Contact Name: KEN JERDING

Phone #: 754-321-2850

BPI Number If applicable	Serial Number	Model Number	Equipment Description
04-00181 ✓ 41	G83260JLPQL		APPLE DESKTOP, EMAC G4
04-00182 ✓ 42	G83260KPPQL		APPLE DESKTOP, EMAC G4
04-00183 ✓ 43	G83260LCPQL		APPLE DESKTOP, EMAC G4
04-00189 ✓ 44	G83260PPQL		APPLE DESKTOP, EMAC G4
04-00200 ✓ 45	G83257SRPQL		APPLE DESKTOP, EMAC G4
03-00574 ✓ 46	G8224DXWN54		COMPUTER DESKTOP, EMAC G4

Equipment Transfer/Surplus Approved By: Colleen Skarr  
Principal, Department Head or Designee

Released By: 111

Date: 11/24/14

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

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

Form #3290A  
Rev. 01/05

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

11

**B-Stock Transfer**

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

11-6-14 Drop off 2 PC BOXES when ready to P/L

12/9/14

Flavia Ramirez  
11/24/14

Requested By: Flavia Ramirez

Released By:

Date:

Received By:

Date:

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1

\_\_\_ OF \_\_\_ PAGES

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

Removal Assistance Required ☒ YES ☐ NO

Issuing Location #:	3222	Receiving Location #:	9613E
Location Name:	Cross Creek School	Location Name:	B-Stock
Contact Name:	Flavia Ramirez	Contact Name:	Ken Jerling
Phone #:	754-321-6477	Phone #:	754-321-2850

[illegible]

Equipment Transfer / Surplus Approved by: College of Staten Date: 2, 2, 16 Released by: Flavia Ramirez Micro-Tech Date:      /      /       
Principal / Director (per Policy 3204) Please Print Name, Title

Receipt of Transfer  
Acknowledged by:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Principal / Director (per Policy 3204)

Item(s) Delivered by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please Print Name, Title

Form 5290A  
Rev. 07/08

\* Pick-off Verification document from a D33C approved removal agent should be retained for Audit Purposes as well (SI RPIUS)

# B-Stock Transfer

Date Created: 11/3/2014

Date Closed:

Exhibit I-2

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222  
Cross Creek School  
1010 NW 31st Ave  
Pompano Beach, FL 33069  
Phone/Fax: (754)321-6450 / (754)321-6490

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

Contact: Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

\*11-6-14 Drop off 2 PC Boxes call when Ready for PU!!\*

Completed By Surplus Warehouse  
Date: 12/9/14  
Initials: [Signature]

F. Ramirez  
11/24/14

Requested By: Flavia Ramirez

Released By: [Signature]

Date: 11-6-14

Received By: [Signature] TR 3788

Date: 11-6-14

Delivered By: [Signature]

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

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BOARD APPROVED

4874

3-11-15

PAGES

2 OF 3

-1# 23145

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

☒ \*SURPLUS (Principal / Director authorization signature required)

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

Removal Assistance Required

☐ YES ☒ NO

Issuing Location #:

3222

Location Name:

Cross Creek School

Contact Name:

Flavia Ramirez

Phone #:

754-321-6477

Receiving Location #:

9613B

Location Name:

B-Stock

Contact Name:

Ken Jerding

Phone #:

754-321-2850

Submit Surplus / Transfer Form to B-stock

RECEIVED  
ACCOUNTING & FINANCIAL  
REPORTING DEPARTMENT

2014 DEC 12 AM 9:01  
THE SCHOOL BOARD OF  
BROWARD COUNTY, FLORIDA

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obscure	Broken
04-00180	G832559PQL		APPLE DESKTOP, EMAC G4		X
04-00204	G83259Q4PQL		APPLE DESKTOP, EMAC G4		X
03-00568	G8224E1XN54		COMPUTER, MAC EMAC G4		X
03-00571	G8222667N54		COMPUTER, MAC EMAC G4		X
04-00176	G83260L4PQL		APPLE DESKTOP, EMAC G4		X
05-30950	V4353SJRAP		APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY	X	
05-86024	UV437PCFRAM		IBOOK 14.1 LAPTOP		X
05-86023	UV437PCGRAM		IBOOK 14.1 LAPTOP		X
04-00212	UV322212PBN		APPLE, IBOOK G3		X
05-30954	UV4353SFRAP		APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY		X

Equipment Transfer /

Principal / Director (per Policy 3204)

Date: 6 / 9 / 14

Released by:

Flavia Ramirez - Micro Tech

Date: 6 / 9 / 14

Receipt of Transfer  
Acknowledged by:

Please Print Name, Title

COMPLETED

PNI 571

Date 1/3/15

Initials [Signature]

Item(s) Delivered by:

Principal / Director (per Policy 3204)

Please Print Name, Title

Form 3290A  
Rev. 07/08

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



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

1 OF 3 PAGES

☒ \*SURPLUS (Principal / Director authorization signature required)

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

Removal Assistance Required

☐ YES ☒ NO

Issuing Location #: 3222  
Location Name: Cross Creek School  
Contact Name: Flavia Ramirez  
Phone #: 754-321-6477

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

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

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05-30953	UV4353R8RAP		APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY		
05LA22930	4H5327RESEB		Apple-Refresh Laptop		
03-01454	UV224Z0PN65		COMPUTER, LAPTOP MAC I BOOK		
03-00579	G8224ESP54		COMPUTER, MAC EMAC G4		
01-10186	XA03926GIVA		COMPUTER, MAC IMAC		
01-10208	XA0391JWIVA		COMPUTER, MAC IMAC		
04-00194	G83259QIPQL		APPLE DESKTOP, EMAC G4		
04-00202	G83260J0PQL		APPLE DESKTOP, EMAC G4		
04-01217	YM3179Z6NM2		APPLE, DESKTOP EMAC G4		
04-01215	YM316UQ3NM2		APPLE, DESKTOP EMAC G4		

723145

1239.00  
1395.62  
1976.98  
1523.00  
1680.80  
1680.86  
1100.30  
1100.38  
1390.00  
1390.00

Equipment Transfer / Surplus Approved by: Colleen Spelman Date: 6 / 9 / 14 Released by: Flavia Ramirez Micro Tech Date: 6 / 9 / 14  
Principal / Director (per Policy 3204) Please Print Name, Title

Receipt of Transfer Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Principal / Director (per Policy 3204)

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

Form 3290A Rev. 07/08  
\* Pick-Up Verification document from a SBBC approved removal agent should be retained for Audit Purposes as well (SURPLUS).

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

☒ \*SURPLUS (Principal / Director authorization signature required)

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

Removal Assistance Required

☐ YES ☒ NO

Issuing Location #: 3222

Location Name: Cross Creek School

Contact Name: Flavia Ramirez

Phone #: 754-321-6477

Receiving Location #:

Location Name:

Contact Name:

Phone #:

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

BPI Number <small>Refer to Asset Record download as needed</small>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
03-00986	UV2210J8LQ3		COMPUTER, LAPTOP MAC G3	X	
05-46313	UV44900FSD0		APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8		X
04-00209	UV3221Z9PBN		APPLE, IBOOK G3		X
05-46310	UV44900BSD0		APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8		X
05-30948	UV4353QIRAP		APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY	X	
			APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY	X	
05-30949	UV4353S7RAP		APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY	X	
04-81118	UV32556UNDF		APPLE IBOOK 12.1	X	
04-00207	UV322211PBN		APPLE, IBOOK G3		X
04-00210	UV3221MDPBN		APPLE, IBOOK G3		X

Equipment Transfer /  
Surplus Approved by:

*Colleen Speer*  
Principal / Director (per Policy 3204)

Date: 06 / 09 / 2014

Released by: Flavia Ramirez - Micro-Tech

Date: 6 / 9 / 14

Receipt of Transfer  
Acknowledged by:

Date: / /

Principal / Director (per Policy 3204)

Item(s) Delivered by:

Date: / /

Please Print Name, Title

Form 3290A  
Rev. 07/08

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

Exhibit I-2

384

☐ Transfer (both issuing and receiving location Required.)

	YES
X	

Receiving Location: 9613B

Location Name: B-Stock

**Contact Name:** Ken Jerding

Phone #: 754-321-2850

Phone #: 754-321-6477

[illegible]

Equipment Transfer/Surplus Approved By: Colleen Kelly Released By: Flavia Ramirez Micro-Tech Date: 09 / 19 / 14

Colleen Steady  
Principal, Department Head or Designer

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

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

## 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-1.1 and 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:

Transfer # 23320

Number of 3290A Attachments: 3

Cafeteria #

Number of Other Attachments:

Sending Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Ana Garcia/Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

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

Requested By: Ana Garcia

Released By:

Date: 3-5-15

Received By:

Date: 3-2-15

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1

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

☒ Surplus (only issuing location required.)

☐ Transfer (both issuing and receiving location required.)

Transfer Assistance Required ☒ YES ☐ NO

Issuing Location#: 3222

Location Name: Cross Creek School

Contact Name: Flavia Ramirez

Phone #: 754-321-6477

Receiving Location: 9613B

Location Name: B-Stock

Contact Name: Ken Kerding

Phone #: 754-321-2850

BPI Number If applicable	Serial Number	Model Number	Equipment Description
05LA03857 ✓	4H5326Q7SEB	iBook G4	APPLE-REFRESH LAPTOP
05LA03847 ✓	4H531J7JSEB	iBook G4	APPLE-REFRESH LAPTOP
05LA03846 ✓	4H531HV4SEB	iBook G4	APPLE-REFRESH LAPTOP
05LA03844 ✓	4H531GZ5SEB	iBook G4	APPLE-REFRESH LAPTOP
05LA22948 ✓	4H5356KSSSEB	iBook G4	APPLE-REFRESH LAPTOP
05LA03859	4H5327RWSEB	iBook G4	APPLE-REFRESH LAPTOP
04-00208	UV32221VPBN	iBook G4	APPLE, IBOOK G3
05-86022	UV437PCCRAM	iBook G4	APPLE, IBOOK G3
05-46312	UV44900LSD0	iBook G4	APPLE, IBOOK G4 COMBO
04-00211	UV3221MKPBN	iBook G4	APPLE, IBOOK G3
05LA03861	4H5328B9SEB	iBook G4	APPLE-REFRESH LAPTOP

Equipment Transfer/Surplus Approved By: Flavia Ramirez

Released By: Flavia Ramirez

Date: 2/23/15

*Principal, Department Head or Designee*

Transfer Received By: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Delivered By: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form #3290A

Rev. 01/05

Submit Surplus/Transfer Form to B-stock



7

**Stock Transfer**

Date Created: 12/16/2014

Date Closed:

Transfer # 23320

Number of 3290A Attachments: 3

Cafeteria #

Number of Other Attachments:

Selling Location 3222

Cross Creek School

1010 NW 31st Ave

Pompano Beach, FL 33069

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

Contact: Ana Garcia/Flavia Ramirez

Receiving Location 9613B

B-Stock Warehouse

6501 NW 15th Ave

Fort Lauderdale, FL 33309

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

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

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

Requested By: Ana Garcia

Released By:

Date: 3-5-15

Received By:

Date: 3-5-15

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1

2.2

☐ Transfer (both issuing and receiving location Required.)

Issuing Location#: 3222

Issuing Location#:	5222
Location Name:	Cross Creek School
Contact Name:	Flavia Ramirez
Phone #:	754-321-6477
Receiving Location:	9613B
Location Name:	B-Stock
Contact Name:	Ken Kerling
Phone #:	754-321-2850

[illegible]

Equipment Transfer/Surplus Approved By: Calvin Stuart  
Principal, Department Head or Designee

Released By: Flavia Ramirez Date:      /      /     

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

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

Form #3290A  
Rev. 01/05

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



# B-Stock Transfer

Date Created: 12/16/2014

Date Closed:

Exhibit J-2

Transfer # 23320

Number of 3290A Attachments: 3

Cafeteria #

Number of Other Attachments:

RECEIVED

Issuing Location 3222

2015 FEB 11 AM 10:25

Cross Creek School

1010 NW 31st Ave

CENTRAL WAREHOUSE

Pompano Beach, FL 33069

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

Receiving Location 9613B

B-Stock Warehouse

6501 NW 15th Ave

Fort Lauderdale, FL 33309

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

Contact: Ana Garcia/Flavia Ramirez

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

X KILN IS DISCONNECTED AND READY FOR PICKUP.

Completed By Surplus Warehouse  
Date: 3/5/15  
Initials: [Signature]

Requested By: Ana Garcia

Released By:

[Signature]

Date: 3-5-15

Received By:

[Signature]

Date: 3-5-15

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1

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

THE 03320

1 OF 1 PAGES

☒ \*SURPLUS (Principal / Director authorization signature required)

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

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

Removal Assistance Required

☒ YES ☐ NO

Issuing Location #: 3222  
Location Name: Cross Creek School  
Contact Name: Ana Garcia  
Phone #: 754-321-6481

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

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
11-81087	181107	CS2610R	Mitsubishi TV		x
	WC00041H		Laminator, GBC Pinnacle 27		x
	11CKNW7	SeriesII	IMB Wheelwriter	X	
	C488291KD	AGA96	Panasonic Editing Controller	X	
	700170231		Videonics Title Maker	x	
	318649	3000	Videonics Title Maker	x	

Equipment Transfer / Surplus Approved by: Colleen Stearns Date: 11/24/2014 Released by: Ana Garcia, Media Date: 12/4/14  
Principal / Director (per Policy 3204) Please Print Name of Principal

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

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

1 OF 1 PAGES

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

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

Removal Assistance Required ☒ YES ☐ NO

Issuing Location #:	3222
Location Name:	Cross Creek School
Contact Name:	Ana Garcia
Phone #:	754-321-6481

Receiving Location #:	0391
Location Name:	Deerfield Park Elementary School
Contact Name:	Teresa Levy
Phone #:	754 322-6150

[illegible]

Equipment Transfer /  
Surplus Approved by:

Principal / Director (per Policy 3204)

Released by: Anna Garcia, Media Date: 12/4/14

Please Print Name, Title Specialist

Receipt of Transfer  
Acknowledged by:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal / Director (per Policy 3204)

Item(s) Delivered by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please Print Name, Title

Form 3290A  
Rev. 07/08

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

## Exhibit K

In the property and inventory audit finding, it indicates that the surplus documentation provided by the school was compared to the surplus documentation received by Accounting and Financial Reporting – Capital Assets (AFRD-CA).

For your review:

The Principal, in response to the unaccounted for list of tangible personal property, provided Exhibit K-1. According to the Principal, the 3290A Surplus Declaration Transfer Forms were part of B-Stock Transfer Ticket 27481.

Exhibit K-2 (Blue paper) is a copy of the original documents received by AFRD-CA.

6

**B-Stock Transfer**

Date Created: 12/16/2016

Date Closed:

Transfer # 27481

Number of 3290A Attachments: 2

Cafeteria #

Number of Other Attachments:

Issuing Location 3222

Receiving Location: 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact:

Contact:

Check if unable to complete ☐ Reason:

DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

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

Driver off box  
 Come back to  
 pick up. ~~-----~~  
 Same day!

Requested By:

Released By: *[Signature]*Date: *12/16/16*

Received By:

Date:

Delivered By:

Originator: **Celina King**

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1



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

1 of 2 PAGES



\*SURPLUS (Principal / Director authorization signature required)



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

Removal Assistance Required

☒ YES ☐ NO

Submit Surplus / Transfer Form to B-stock

Issuing Location #: 3222  
 Location Name: Cross Creek School  
 Contact Name: Flavia Ramirez  
 Phone #: 754-321-6177

Receiving Location #: 9613B  
 Location Name: B-Stock  
 Contact Name: Ted  
 Phone #: 321-2850

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
13-00006	CIMHWABDTY3		APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLAY	X	X
04-01216 ✓	EMAC		DELL MONITOR		
05-37638 ✓	QMK Y 861		DELL MONITOR		
05-36202 ✓	17VEV 51		DELL DESKTOP W/ MONITOR		
06-24195	864WK91		Computer Dell		

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

Date: 2/2/16

 Released by: Flavia Ramirez  
 Please Print Name, Title  
 Micro-Tech

Date: / /

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

Item(s) Delivered by:

 Please Print Name, Title  
 Date: / /
Form 3290A  
Rev. 07/08

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

# B-Stock Transfer

Date Created: 12/16/2016

Exhibit K-2  
Date Closed:

Transfer # 27481

Number of 3290A Attachments: 2

Number of Other Attachments:

Cafeteria #

1080

Issuing Location 3222  
Cross Creek School  
1010 NW 31st Ave  
Pompano Beach, FL 33069  
Phone/Fax: (754)321-6450 / (754)321-6490

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

Contact:

Contact:

Check if unable to complete ☐ Reason:

DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

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

Drop off Box  
Come back To  
pick up. ~~connector~~  
Same day!

1-10-17  
gen

Requested By:

Released By: FLAVIA PEREZ F. Perez

Date: 12/20/16

Received By:

Date:

Delivered By: Anthony Reliford

12/20/16

Originator: Celina King

Written changes to this form MUST be initialed by school administrator

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

12 OF 12 PAGES

2017 JAN 13 AM 10:19

TRANSFER (both issuing and receiving Principal / Director authorization signatures required) **SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

YES ☐ NO ☐

Receiving Location #:	9613B
Location Name:	B-Stock
Contact Name:	Ted
Phone #:	321-2850

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
08-11892 ✓	W8814HAW0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ		✗
08-11890 ✓	W8814F6A0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ		
08LA03335	WQ8128S10P1		Apple MacBook 2.4 GHz; 2 GB RAM		
05LA22942	4H5329K8SEB		Apple-Refresh Laptop		
05LA22925	4H5324QPSEB		Apple-Refresh Laptop		
08-11901 ✓	W88150FA0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ		
08-11889 ✓	W8814HCN0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ		
08-00360	W8724SEGYA2		APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"		
09-06088 ✓	W88370891PX		LAPTOP, APPLE MACBOOK		
05-86025	UV437PJERAM		IBOOK 14.1 LAPTOP		

Item(s) Delivered by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please Print Name, Title

Form 3290A  
Rev. 07/08



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

2 OF 2 PAGES

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

Removal Assistance Required ☒ YES ☐ NO

Issuing Location #: 3222  
 Location Name: Gross Creek School  
 Contact Name: Flavia Perez  
 Phone #: 754-321-6477

Receiving Location #: 9613B  
 Location Name: B-Stock  
 Contact Name: Ted  
 Phone #: 321-2850

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

BPI Number <i>Refer to Asset Record download as needed</i>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
08LA03338	WQ81285W0P1		Apple MacBook 2.4 GHz; 2 GB RAM	X	
08-11894	W88152US0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	X	
08LA03324	WQ81255S0P1		Apple MacBook 2.4 GHz; 2 GB RAM	X	
08-11893	W88150EP0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	X	
08LA03330	WQ8129F10P1		Apple MacBook 2.4 GHz; 2 GB RAM	X	
04-00173	G83258LPQL		APPLE DESKTOP, EMAC G4	X	
04-00192	G-83255APP9L		APPLE DESKTOP, EMAC G4	X	
04-11905	7 A 34801950		Fargo Card, Intel	X	
91-31250	9145782		Digital Piano Kawai	X	
15-05980			Macbook	X	X

Equipment Transfer / Surplus Approved by: Colleen Spear Date: 02-17-2016 Released by: Flavia Perez Date:     /     /      
 Principal / Director (per Policy 3204) Please Print Name, Title

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

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

**Ali Arcese**

---

**From:** Colleen A. Stearn  
**Sent:** Thursday, May 25, 2017 3:17 PM  
**To:** Ali Arcese  
**Cc:** Sally W. Judd; Alvaro Pion; Elsa P. Varipapa; Jonathan Tolentino  
**Subject:** Re: Cross Creek 3222: Audit Response re: MacBook 15-05980

Yes, our updated PNI shows all items removed other than the table and the lap top which we sent the memo for.

Please let me know if you need any additional information.

Thank you.

Colleen Stearn  
Principal  
Cross Creek School  
754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela

---

**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.

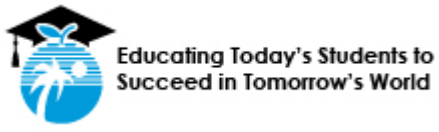
Ali Arcese  
Manager, Property & Inventory Audits  
Office of the Chief Auditor  
Phone: 754-321-2411  
Fax: 754-321-2719

---

**From:** Elsa P. Varipapa  
**Sent:** Friday, April 28, 2017 2:55 PM  
**To:** Ali Arcese <[ali.arcese@browardschools.com](mailto:ali.arcese@browardschools.com)>; Jonathan Tolentino <[jonathan.tolentino@browardschools.com](mailto:jonathan.tolentino@browardschools.com)>  
**Cc:** Colleen A. Stearn <[colleen.stearn@browardschools.com](mailto:colleen.stearn@browardschools.com)>; Sally W. Judd <[sally.judd@browardschools.com](mailto:sally.judd@browardschools.com)>; Alvaro Pion <[alvaro.pion@browardschools.com](mailto: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](mailto:elsa.varipapa@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](mailto:Lexmark_MFP@browardschools.com) <[Lexmark\\_MFP@browardschools.com](mailto: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. *VSU/AS*  
Chief School Performance & Accountability Officer

SUBJECT: **PROPERTY AND INVENTORY AUDIT RESPONSE –FY 2017-18**  
**CROSS CREEK SCHOOL**

This correspondence acknowledges receipt and review of the findings from the FY 2017-18 property and inventory audit for Cross Creek School. In addition to the corrective measures that the principal is instituting, the Office of School Performance & Accountability will provide the following support and oversight in assisting the school in this area:

- The cadre director will work with the principal to ensure the individuals who have been identified by the principal to assist with asset management receive the proper training in the area(s) cited.
- The cadre director will work with the principal to establish, execute and monitor property and inventory controls that are consistent with District policies and business practice bulletins in this area.
- The cadre director will include a review of the asset management protocols in her regularly scheduled site visits with the principal.
- The principal will submit semi-annual Property and Inventory audit report to the Office of School Performance & Accountability through OSPA Central database. Additionally, all discrepancies will be reported in writing to Capital Assets and the Office of the Chief Auditor.
- Principal will review the Business Practice Bulletin O-100 Procedures for Property and Inventory Control to ensure compliance with all procedures. The Business Practice Bulletin will be discussed and reviewed with all members of the Property and Inventory Team to ensure the surplus of equipment is documented and all procedures followed.

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 31<sup>st</sup> Avenue  
754-321-6450  
<http://crosscreek.browardschools.com/>

The School Board of  
Broward County, Florida

Nora Rupert, Chair  
Heather P. Brinkworth, Vice Chair

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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 24<sup>th</sup> and December 18<sup>th</sup> 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)





THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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 ATTACHMENT 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 31<sup>st</sup> Avenue  
Pompano Beach, FL 33069

Total Number of Items in Inventory:	454
Total Dollar Cost of Items in Inventory:	\$591,036
Total Number of Items Unaccounted for:	24
Total Dollar Cost of Items Unaccounted for:	\$33,747
Total Net Value of Items Unaccounted for:	\$0
Percentage of Dollar Cost of Items Unaccounted for:	5.7%

### **Finding**

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

A review of all property and inventory was performed. Of the 454 assets recorded at the school, 24 items were unaccounted for. During the audit, the school provided the Inventory Audit Specialist (IAS) surplus documents dated 2014. The 3290A Surplus Declaration Transfer Forms were analyzed because they were over two years old. The forms were compared to the original surplus documents received by Accounting and Financial Reporting – Capital Assets (AFRD-CA) to try to determine why the equipment had not been removed from the school's property and inventory list. Discrepancies between the two sets were clearly visible (see Exhibits A, B & C) and it was apparent that the forms provided by the school were altered. The discrepancies included serial number changes, added equipment and incorrect B-Stock Transfer Tickets referenced. These discrepancies reflected the 24 items that are currently unaccounted for. At the conclusion of the audit, an exit conference was held with the Principal. The IAS explained that the altered surplus documents provided during the audit would need to be reviewed by the Property & Inventory Audit Manager and the items remained unaccounted for.

During the 30-day revisit, the Property & Inventory Audit Manager and IAS met with the Principal, Assistant Principal and newly hired Micro-Computer Tech to discuss the altered surplus documents that were provided during the audit. The Principal requested additional time to inquire about the altered surplus documents because she believed that the previous Micro-Computer Tech tried to correct the errors in the past and the emails containing that information were within the previous



**(Cross Creek School continued)**

Micro-Computer Tech's email account. It was never disclosed by the Principal and/or Assistant Principal during this meeting that the documents that were being discussed had recently been submitted to AFRD-CA in an attempt to have the equipment removed from the District's Master File database (see Exhibit D). The Property & Inventory Audit Manager granted the Principal additional time to research the matter. On May 4, 2017, the Property & Inventory Audit Manager requested an update from the Principal. The Principal stated, "I was able to get access to her CAB email, but did not find pertinent documents. I have not obtained access to her Outlook" (see Exhibit E). On May 25, 2017, the Property & Inventory Audit Manager requested a second update. The Principal stated, "Yes, our updated PNI shows all items were removed other than the table and the laptop which we sent the memo for were removed from the inventory." The Property & Inventory Audit Manager requested that the Principal provide the documentation that was submitted to AFRD-CA to have the equipment removed. The Property & Inventory Audit Manager expected the Principal to provide documentation that had been discovered when she gained access to the previous Micro-Computer Tech's Outlook email account. The Principal contacted the Property and Inventory Audit Manager and explained that documentation had not been submitted to AFRD-CA.

In order to determine how the 24 items were removed from the District's Master File database, the Property & Inventory Audit Manager requested that AFRD-CA provide all records associated with the removal of the equipment. It was discovered that a Cross Creek School employee emailed the altered surplus documents to AFRD-CA on March 10, 2017, along with the Preliminary Property Audit Missing List Report that had been provided to the Principal during the exit conference (see Exhibit A,B, and C). Copied on the email were the Principal and Assistant Principal. As a standard, locations are asked not to submit any documentation to AFRD-CA during an audit. In addition, the exit documentation signed by the Principal stated that all remaining unaccounted for items required physical verification by the IAS when the return reconciliation visit would be scheduled with the administrator. If an item had been identified as salvaged, a copy of the original signed & dated surplus declaration form (3290A) and the removal authorization form (B-Stock Transfer Ticket/approved vendor) should have been forwarded with the response. On March 31, 2017, AFRD-CA removed the equipment from the Master File database using the copies of the 3290A Surplus Declaration Transfer Forms that had been provided via email. The District's established internal controls require that AFRD-CA only process original documents. When AFRD-CA processed the altered forms, the department was out of compliance. AFRD-CA acknowledged that this was done in error and subsequently the department reinstated the 24 records. The surplus



### **(Cross Creek School continued)**

documents were amended in an attempt to clear the audit findings identified during the physical inventory. Most importantly, it is unclear what happened to all of the equipment that is considered unaccounted for.

An internal control weakness has been identified with the school's surplus process. The school displayed weaknesses in the controls of safeguarding tangible personal property. The school should have been conducting semi-annual inventories to ensure that the District's Master File database records were accurately maintained and up-to-date. Non-compliance with policies and procedures of fixed assets leaves the District vulnerable to undetected employee errors and theft or misuse of assets.

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

### **Recommendations**

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

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

**(Cross Creek School continued)**

the designated property team member(s) to ensure compliance with all procedures. The following internal control areas require improvement.

- The locations must take appropriate measures to ensure the safekeeping of all tangible personal property.
- At a minimum, semi-annual inventories should be conducted to certify the District's property records are accurately maintained and updated. This should include the high-risk property items that are not included in the Master File database.
- Any corrections required to asset record(s) should be promptly reported to AFRD-CA. The property custodian should immediately notify AFRD-CA if any discrepancies are noted, so they can be corrected in a timely manner.
- Internal controls should be developed by the location to improve its processes for surplussing. The school should ensure that all equipment deemed salvageable is accurately documented on a 3290A Surplus Declaration Transfer Form and removed from the location during the scheduled pickup.
- During the property and inventory audit period, changes to asset records should not be processed/approved by administration; instead, should be provided to the Inventory Audit Specialist for the reconciliation of all assets. The only exception to this rule is the movement of Exceptional Student Learning equipment, which is allowable during a property and inventory audit.



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

**Cross Creek School 3222**  
**Equipment Unaccounted for**

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

**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, Material Logistics at the Warehouse.

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

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

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

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

<sup>(1)</sup>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 \$ -

<sup>(1)</sup> Based upon data file used by the Accounting and Financial Reporting Department  
<sup>(2)</sup> High-risk items unaccounted for

**B-Stock Transfer**

Transfer # 27481

Cafeteria #

Date Created: 12/16/2016

Date Closed:

Number of 3290A Attachments: 2

Number of Other Attachments:

1080

Issuing Location: 9222

Cross Creek School

1010 NW 31st Ave

Pompano Beach, FL 33069

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

Contact:

Receiving Location: 9613B

B-Stock Warehouse

6501 NW 15th Ave

Fort Lauderdale, FL 33309

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

Contact:

Check if unable to complete ☐ Reason:

DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

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

Drop off Box

Come back To

Pick up. ~~same day~~

Same day!

Original B-Stock Transfer Ticket 27481 provided to AERD-CA

Requested By:

Released By: ELAVIA PEREZ J. King

Date: 12/20/16

Received By:

Date:

Delivered By: Anthony Relford

12/20/16

Originator: Celina King

Written changes to this form MUST be initiated by school administrator

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

Page 1 of 1

Apple it

102 PAGES

Submit Surplus Transfer Form to B-stock

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

011 JAN 13 10:19

☒ SA RPT IN (P) is required - One for each transaction (signature required)

☐ TRANSFER (with existing and receiving Principals) - Director (signature, signature required)

Received by: ☐ MS ☐ ME

Transfer Subject: 1222  
Transfer Name: \_\_\_\_\_  
Transfer School: \_\_\_\_\_  
Transfer Name: \_\_\_\_\_  
Transfer Phone: \_\_\_\_\_

SP#	Transfer Number	Serial Number	Model Number	Equipment Description	Broken	Obsolete
05 11001	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11000	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11013	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11012	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11011	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11009	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11008	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11007	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11006	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11005	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11004	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11003	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11002	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		
05 11001	✓	W801211A1000		APPLE MACBOOK INTEL CORE 2 DUO 2.4GHz		

Transfer to Transfer: \_\_\_\_\_ Date: 12/13/10  
Signature: \_\_\_\_\_  
Principal: \_\_\_\_\_ Director: \_\_\_\_\_  
Please Print Name, Title

Signature of Transfer: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Receiver: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Form 12/03  
Rev. 02/05

Original B-Stock Transfer Ticket 27481 provided to AFID-CV





# BROWARD COUNTY PUBLIC SCHOOLS

## OFFICE OF THE CHIEF AUDITOR

### PROPERTY AUDIT MISSING LIST REPORT

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

#### Location # 3222

BPI	Description	Class	Cost	Serial Number	GR Number	Acquired Date	Room Number
1	Battery, APC 2200 Backup			JS1112035985			Item Located in Room 120E. Photos are provided with enclosed Documentation.
BPI	Description	Class	Cost	Serial Number	GR Number	Acquired Date	Room Number
2	ZEBRA SERIES 3 PRINTER	046	1,595.00	CL65017536	551350	12/11/15	Wrong serial number assigned on PH811. Correct S/N: 23115290245
3	APPLE MACBOOK PRO 13"	044	1,329.00	C02PVXSZFFV13	551350	06/25/15	PENDING
4	APPLE MACBOOK PRO 13" 2.5GHZ 13"	044	1,511.00	C02JHMSSDTY3	343495	12/21/12	PP BRONGUIE WALDEN
5	LAMINATOR, GBC PINNACLE 27	046	1,455.44	WC00041H	171013	09/16/10	Stolen item on 1/26/2015. Police Report provided with enclosed Documentation.
6	Computer, Dell Star System	044	2,863.30	814WK91	PC-3	08/11/05	Surplus item on 12/20/16 T: 27481
7	Apple-Refresh Laptop	044	1,395.62	4H531G7SEB	002005	07/22/05	PENDING
8	Apple-Refresh Laptop	044	1,395.62	4H531G7SEB	002005	07/22/05	PENDING
8	Apple-Refresh Laptop	044	1,395.62	4H531H4SEB	002005	07/22/05	PENDING
8	Apple-Refresh Laptop	044	1,395.62	4H531J7SEB	002005	07/22/05	PENDING
8	Apple-Refresh Laptop	044	1,395.62	4H5326Q7SEB	002005	07/22/05	PENDING
7	Apple-Refresh Laptop	044	1,395.62	4H5329N7SEB	002005	07/22/05	PENDING
8	Apple-Refresh Laptop	044	1,395.62	4H5356K7SEB	002005	07/22/05	PENDING
6	DELL DESKTOP PENTIUM 4 W/17"	044	1,318.00	1TVFV51	010199	11/08/04	Surplus item on 12/20/16 T: 27481
9	APPLE IBOOK G4 COMBO	044	1,239.00	UV4353QRRAP	168816	10/04/04	PENDING
7	APPLE IBOOK G4 COMBO	044	1,239.00	UV4353LQRAP	168816	10/04/04	PENDING
9	APPLE DESKTOP EMAC G4	044	1,390.00	YM316JUNIM2	063408	07/29/03	PENDING
10	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260JLPQL	062755	07/23/03	PENDING
10	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260KPPQL	062755	07/23/03	PENDING
10	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260LCPQL	062755	07/23/03	PENDING
10	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260JPPQL	062755	07/23/03	PENDING
10	APPLE DESKTOP, EMAC G4	044	1,100.30	G83257SRPQL	062755	07/23/03	PENDING
9	COMPUTER, MAC EMAC G4	044	1,523.00	G8224E1TN54	970954	07/18/02	PENDING
9	COMPUTER, MAC EMAC G4	044	1,523.00	G8224E0SN54	970954	07/18/02	PENDING
11	APPLE DESKTOP, EMAC G4	044	1,523.00	G8224E3XN54	970954	07/18/02	PENDING



## Location # 3222

BPI	Description	Class	Cost	Serial Number	GR Number	Acquired Date	Room Number
10	03-00574 COMPUTER, MAC EMAC G4	044	1,523.00	G8224DXWN54	970954	07/18/02	PENDING Surplused item on 11/25/14 T: 23145
9	01-19835 COMPUTER, MAC IMAC	044	1,583.86	RN1120XZK1LB	840128	04/30/01	PENDING Surplused item on 11/25/14 T: 23145
9	01-10182 COMPUTER, MAC IMAC	044	1,195.86	XA03902QIV8	793330	10/31/00	PENDING Surplused item on 11/25/14 T: 23145
12	01-01875 TABLE, ROUND 60 INCH	035	1,563.22	NONE	754381	07/28/00	Surplused item on 06/03/16 T: 26092
11	98-09180 PRINTER, LEXMARK OPTRA S 1250	044	1,555.50	11-FZ967	572642	08/08/98	Surplused item on 02/02/16 1290A
13	86-27822 CABINET B/G W/TOOLS FOUNDRY	016	3,310.00	NONE	47201	06/09/86	Located in Room 222. Pictures provided in enclosed Doc.

## Audit Review Details

Items not Arrived as of: 3/8/2017

Total Valued at: \$44,511.02

1. If the item located was allocated by property pass, a copy of that property pass must be forwarded with your response. The item will require physical verification by the Inventory Audit Specialist when a return reconciliation visit is scheduled with the administrator.
2. If an item is identified as salvaged, a copy of the original signed & dated surplus declaration form (300) and the removal authorization form (B-stock / approved vendor) must be forwarded with your response.

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

4/13/2017  
*Callan Sullivan*  
 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.

**B-Stock Transfer**

Date Created: 12/16/2016

Date Closed:

Transfer # 27481

Number of 3290A Attachments: 2

Number of Other Attachments:

Catotena #

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	ENC

Requested By

Released By

Date

Received By

Date

Delivered By

Originator: **Celina King**

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1

6

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

1 of 2 pages

☒ SURPLUS (Principal / Director authorization signature required)

Submit Surplus / Transfer Form to B-stock

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

Removal Assistance Required

☒ YES ☐ NO

Issuing Location #: 3222  
Location Name: Cross Creek School  
Contact Name: Flavio Ramirez  
Phone #: 754-321-6177

Receiving Location #: 96138  
Location Name: TOL  
Contact Name: TOL  
Phone #: TOL

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05-39638	05-39638	861	DESKTOP PC	X	X
05-36202	05-36202	51	DESKTOP PC		
05-34775	05-34775	844WKN	Computer Dell		

Equipment Transfer /  
Surplus Approved by:

Principal / Director Signature: [Signature]  
Principal / Director Name: [Name]

Date: 12/16/16  
Revised by: Flavio Ramirez  
Please Print Name, Title

Receipt of Transfer  
Acknowledged by:

Principal / Director Signature: [Signature]  
Principal / Director Name: [Name]

Date: / /

Item(s) Delivered by:

Please Print Name, Title

Date: / /

Form 3290A  
Rev 07/08

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

Provided by School District



**B-Stock Transfer**

Date Created: 12/16/2014

Date Closed:

Transfer # 23320

Number of 3290A Attachments: 3

Number of Other Attachments:

Cafeteria #

RECEIVED

Issuing Location 3222

2015 FEB 11 AM 10:25

Cross Creek School

1010 NW 31st Ave

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

X KILN IS DISCONNECTED AND READY FOR PICKUP.

Original BStock Transfer Ticket 23320 provided to AFRD-CA

Completed By Surplus Warehouse  
 Date: 3/5/15  
 Initials: [Signature]

Requested By: Ana Garcia

Released By: [Signature]

Date: 3-5-15

Received By: [Signature]

Date: 3-5-15

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1





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

[illegible][illegible]

**Stock Transfer**

Date Created: 12/16/2014

Date Closed:

Transfer # 23320

Number of 3290A Attachments: 3

Cafeteria #

Number of Other Attachments:

Sending Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Ana Garcia/Flavia Ramirez

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

Provided by school during P&amp;I Audit

Requested By: Ana Garcia

Released By:

Date: 3 - 1 - 15

Received By:

Date:

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1

**Stock Transfer**

Date Created: 12/16/2014

Date Closed:

Transfer # 23320

Number of 3290A Attachments: 3

Cafeteria #

Number of Other Attachments:

Shipping Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Ana Garcia/Flavia Ramirez

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

Provided by school during P&I Audit

Requested By: Ana Garcia

Released By:

Date: 3 - 5 - 15

Received By:

Date: - - - -

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1

18

22.2

[illegible]

Overseas Location: 064 383  
Latterman Bldg., 8-2700  
Canton House, Kowloon  
WMA (P) 3000  
Phone 0

Please print name, address and receiving business telephone.  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Business Telephone \_\_\_\_\_  
 Please print name, address and receiving business telephone.  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Business Telephone \_\_\_\_\_

doi:10.1002/for.1004

SN	Project description	Project number	Project location	Project description
1	LA 1007-1008	LA 1007-1008	LA 1007-1008	LA 1007-1008
2	LA 1009-1010	LA 1009-1010	LA 1009-1010	LA 1009-1010
3	LA 1011-1012	LA 1011-1012	LA 1011-1012	LA 1011-1012
4	LA 1013-1014	LA 1013-1014	LA 1013-1014	LA 1013-1014
5	LA 1015-1016	LA 1015-1016	LA 1015-1016	LA 1015-1016
6	LA 1017-1018	LA 1017-1018	LA 1017-1018	LA 1017-1018
7	LA 1019-1020	LA 1019-1020	LA 1019-1020	LA 1019-1020
8	LA 1021-1022	LA 1021-1022	LA 1021-1022	LA 1021-1022
9	LA 1023-1024	LA 1023-1024	LA 1023-1024	LA 1023-1024
10	LA 1025-1026	LA 1025-1026	LA 1025-1026	LA 1025-1026
11	LA 1027-1028	LA 1027-1028	LA 1027-1028	LA 1027-1028
12	LA 1029-1030	LA 1029-1030	LA 1029-1030	LA 1029-1030
13	LA 1031-1032	LA 1031-1032	LA 1031-1032	LA 1031-1032
14	LA 1033-1034	LA 1033-1034	LA 1033-1034	LA 1033-1034
15	LA 1035-1036	LA 1035-1036	LA 1035-1036	LA 1035-1036
16	LA 1037-1038	LA 1037-1038	LA 1037-1038	LA 1037-1038
17	LA 1039-1040	LA 1039-1040	LA 1039-1040	LA 1039-1040
18	LA 1041-1042	LA 1041-1042	LA 1041-1042	LA 1041-1042
19	LA 1043-1044	LA 1043-1044	LA 1043-1044	LA 1043-1044
20	LA 1045-1046	LA 1045-1046	LA 1045-1046	LA 1045-1046
21	LA 1047-1048	LA 1047-1048	LA 1047-1048	LA 1047-1048
22	LA 1049-1050	LA 1049-1050	LA 1049-1050	LA 1049-1050
23	LA 1051-1052	LA 1051-1052	LA 1051-1052	LA 1051-1052
24	LA 1053-1054	LA 1053-1054	LA 1053-1054	LA 1053-1054
25	LA 1055-1056	LA 1055-1056	LA 1055-1056	LA 1055-1056
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27	LA 1059-1060	LA 1059-1060	LA 1059-1060	LA 1059-1060
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29	LA 1063-1064	LA 1063-1064	LA 1063-1064	LA 1063-1064
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31	LA 1067-1068	LA 1067-1068	LA 1067-1068	LA 1067-1068
32	LA 1069-1070	LA 1069-1070	LA 1069-1070	LA 1069-1070
33	LA 1071-1072	LA 1071-1072	LA 1071-1072	LA 1071-1072
34	LA 1073-1074	LA 1073-1074	LA 1073-1074	LA 1073-1074
35	LA 1075-1076	LA 1075-1076	LA 1075-1076	LA 1075-1076
36	LA 1077-1078	LA 1077-1078	LA 1077-1078	LA 1077-1078
37	LA 1079-1080	LA 1079-1080	LA 1079-1080	LA 1079-1080
38	LA 1081-1082	LA 1081-1082	LA 1081-1082	LA 1081-1082
39	LA 1083-1084	LA 1083-1084	LA 1083-1084	LA 1083-1084
40	LA 1085-1086	LA 1085-1086	LA 1085-1086	LA 1085-1086
41	LA 1087-1088	LA 1087-1088	LA 1087-1088	LA 1087-1088
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44	LA 1093-1094	LA 1093-1094	LA 1093-1094	LA 1093-1094
45	LA 1095-1096	LA 1095-1096	LA 1095-1096	LA 1095-1096
46	LA 1097-1098	LA 1097-1098	LA 1097-1098	LA 1097-1098
47	LA 1099-1100	LA 1099-1100	LA 1099-1100	LA 1099-1100
48	LA 1101-1102	LA 1101-1102	LA 1101-1102	LA 1101-1102
49	LA 1103-1104	LA 1103-1104	LA 1103-1104	LA 1103-1104
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67	LA 1139-1140	LA 1139-1140	LA 1139-1140	LA 1139-1140
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71	LA 1147-1148	LA 1147-1148	LA 1147-1148	LA 1147-1148
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81	LA 1167-1168	LA 1167-1168	LA 1167-1168	LA 1167-1168
82	LA 1169-1170	LA 1169-1170	LA 1169-1170	LA 1169-1170
83	LA 1171-1172	LA 1171-1172	LA 1171-1172	LA 1171-1172
84	LA 1173-1174	LA 1173-1174	LA 1173-1174	LA 1173-1174
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95	LA 1195-1196	LA 1195-1196	LA 1195-1196	LA 1195-1196
96	LA 1197-1198	LA 1197-1198	LA 1197-1198	LA 1197-1198
97	LA 1199-1200	LA 1199-1200	LA 1199-1200	LA 1199-1200
98	LA 1201-1202	LA 1201-1202	LA 1201-1202	LA 1201-1202
99	LA 1203-1204	LA 1203-1204	LA 1203-1204	LA 1203-1204
100	LA 1205-1206	LA 1205-1206	LA 1205-1206	LA 1205-1206
101	LA 1207-1208	LA 1207-1208	LA 1207-1208	LA 1207-1208
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103	LA 1211-1212	LA 1211-1212	LA 1211-1212	LA 1211-1212
104	LA 1213-1214	LA 1213-1214	LA 1213-1214	LA 1213-1214
105	LA 1215-1216	LA 1215-1216	LA 1215-1216	LA 1215-1216
106	LA 1217-1218	LA 1217-1218	LA 1217-1218	LA 1217-1218
107	LA 1219-1220	LA 1219-1220	LA 1219-1220	LA 1219-1220
108	LA 1221-1222	LA 1221-1222	LA 1221-1222	LA 1221-1222
109	LA 1223-1224	LA 1223-1224	LA 1223-1224	LA 1223-1224
110	LA 1225-1226	LA 1225-1226	LA 1225-1226	LA 1225-1226
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112	LA 1229-1230	LA 1229-1230	LA 1229-1230	LA 1229-1230
113	LA 1231-1232	LA 1231-1232	LA 1231-1232	LA 1231-1232
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116	LA 1237-1238	LA 1237-1238	LA 1237-1238	LA 1237-1238
117	LA 1239-1240	LA 1239-1240	LA 1239-1240	LA 1239-1240
118	LA 1241-1242	LA 1241-1242	LA 1241-1242	LA 1241-1242
119	LA 1243-1244	LA 1243-1244	LA 1243-1244	LA 1243-1244
120	LA 1245-1246	LA 1245-1246	LA 1245-1246	LA 1245-1246
121	LA 1247-1248	LA 1247-1248	LA 1247-1248	LA 1247-1248
122	LA 1249-1250	LA 1249-1250	LA 1249-1250	LA 1249-1250
123	LA 1251-1252	LA 1251-1252	LA 1251-1252	LA 1251-1252
124	LA 1253-1254	LA 1253-1254	LA 1253-1254	LA 1253-1254
125	LA 1255-1256	LA 1255-1256	LA 1255-1256	LA 1255-1256
126	LA 1257-1258	LA 1257-1258	LA 1257-1258	LA 1257-1258
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134	LA 1273-1274	LA 1273-1274	LA 1273-1274	LA 1273-1274
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137	LA 1279-1280	LA 1279-1280	LA 1279-1280	LA 1279-1280
138	LA 1281-1282	LA 1281-1282	LA 1281-1282	LA 1281-1282
139	LA 1283-1284	LA 1283-1284	LA 1283-1284	LA 1283-1284
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147	LA 1299-1300	LA 1299-1300	LA 1299-1300	LA 1299-1300
148	LA 1301-1302	LA 1301-1302	LA 1301-1302	LA 1301-1302
149	LA 1303-1304	LA 1303-1304	LA 1303-1304	LA 1303-1304
150	LA 1305-1306	LA 1305-1306	LA 1305-1306	LA 1305-1306
151	LA 1307-1308	LA 1307-1308	LA 1307-1308	LA 1307-1308
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153	LA 1311-1312	LA 1311-1312	LA 1311-1312	LA 1311-1312
154	LA 1313-1314	LA 1313-1314	LA 1313-1314	LA 1313-1314
155	LA 1315-1316	LA 1315-1316	LA 1315-1316	LA 1315-1316
156	LA 1317-1318	LA 1317-1318	LA 1317-1318	LA 1317-1318
157	LA 1319-1320	LA 1319-1320	LA 1319-1320	LA 1319-1320
158	LA 1321-1322	LA 1321-1322	LA 1321-1322	LA 1321-1322
159	LA 1323-1324	LA 1323-1324	LA 1323-1324	LA 1323-1324
160	LA 1325-1326	LA 1325-1326	LA 1325-1326	LA 1325-1326
161	LA 1327-1328	LA 1327-1328	LA 1327-1328	LA 1327-1328
162	LA 1329-1330	LA 1329-1330	LA 1329-1330	LA 1329-1330
163	LA 1331-1332	LA 1331-1332	LA 1331-1332	LA 1331-1332
164	LA 1333-1334	LA 1333-1334	LA 1333-1334	LA 13

Equipment: \* required / \*\* optional. Manufactured by: Yamaha Estimated by: Pete Kauer  
Product: Excavator Used or Displayed

1700

Transfer Received by	Date	Code
Transfer Received by	Date	Code
Transfer Received by	Date	Code

vide

[illegible]

Payment Transfer/Transfer Approved By: TERESA SPAIN  
 Principal Signature and or Signature

Please Submit Request by _____	Enter a _____
-----------------------------------	---------------

Transfer Submitted By	Transfer Submitted By	Date	Unit

[illegible]



**B-Stock Transfer**Transfer # **23145**

Cafeteria #

Date Created: **11/3/2014**

Date Closed:

Number of 3290A Attachments: **4**

Number of Other Attachments:

Issuing Location **3222**  
**Cross Creek School**  
**1010 NW 31st Ave**  
**Pompano Beach, FL 33069**  
 Phone/Fax: **(754)321-6450 / (754)321-6490**

Contact: **Flavia Ramirez**

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

Contact: **B-Stock**Check if unable to complete ☐ Reason:

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

*\*11-6-14 Drop off 2 PC Boxes call when Ready for AU!!\**

Original B-Stock Transfer Ticket 23145 provided to ARD-CA

Completed By Surplus Warehouse

Date: 12/9/14Initials: He

*F. Ramirez*  
*11/24/14*

Requested By: **Flavia Ramirez**Released By: *[Signature]*Date: *11-6-14*Received By: *[Signature]* TRN 3788Date: *11-6-14*Delivered By: *[Signature]*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



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

1 OF 4 PAGES

☒ \*SURPLUS (Principal / Director authorization signature required)

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

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

Removal Assistance Required ☐ YES ☒ NO

Issuing Location #: 3222  
Location Name: Cross Creek School  
Contact Name: Flavia Ramirez  
Phone #: 754-321-6477

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

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
05-30953	UV4353R8RAP		APPLE IBOOK G4 COMBO DRIVE/12"DISPLAY		
05LA22930	4H5327RESEB		Apple-Refresh Laptop		
03-01454	UV22420P65		COMPUTER, LAPTOP MAC I BOOK		
03-00579	G8224E5PN54		COMPUTER, MAC EMAC G4		
01-10186	XA03926GJVA		COMPUTER, MAC IMAC		
01-10208	XA0391JWJVA		COMPUTER, MAC IMAC		
04-00194	G83259Q1PQL		APPLE DESKTOP, EMAC G4		
04-00202	G83260J0PQL		APPLE DESKTOP, EMAC G4		
04-01217	YM3179Z6NM2		APPLE, DESKTOP EMAC G4		
04-01215	YM316UQ3NM2		APPLE, DESKTOP EMAC G4		

1299.00  
1295.62  
1976.98  
1523.00  
1080.80  
1080.86  
1100.30  
1100.38  
1390.00  
1390.00

Equipment Transfer / Surplus Approved by: Colleen Spelman Date: 6 / 9 / 14 Released by: Flavia Ramirez Micro Tech Date: 6 / 9 / 14  
Principal / Director (per Policy 3204) Please Print Name, Title

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

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

Form 3290A  
Rev. 07/08

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

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2 OF 4 PAGES

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

☒ \*SURPLUS (Principal / Director authorization signature required)

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

Submit Surplus / Transfer Form to B-stock

Removal Assistance Required ☐ YES ☒ NO

Issuing Location #: 3222  
Location Name: Cross Creek School  
Contact Name: Flavia Ramirez  
Phone #: 754-321-6477

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

EPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
03-00986	UV22108LQ3		COMPUTER, LAPTOP MAC G3	X	
05-46313	UV44900FSD0		APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8	X	X
04-00209	UV322129PBN		APPLE IBOOK G3	X	X
05-46310	UV44900BSD0		APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8	X	X
05-30948	UV4353QIRAP		APPLE IBOOK G4 COMBO DRIVE/12"DISPLAY	X	X
			APPLE IBOOK G4 COMBO DRIVE/12"DISPLAY	X	X
05-30949	UV4353S7RAP		APPLE IBOOK G4 COMBO DRIVE/12"DISPLAY	X	X
04-81118	UV32556UNDF		APPLE IBOOK 12.1	X	X
04-00207	UV322211PBN		APPLE IBOOK G3	X	X
04-00210	UV3221MDPBN		APPLE IBOOK G3	X	X

2223.36  
1721.50  
1836.95  
1721.50  
1239.00  
1239.00  
1022.75  
1836.95  
1836.95

T-23145

Equipment Transfer / Surplus Approved by: Calvin S. Seal Date: 06 / 09 / 2014 Released by: Flavia Ramirez - Micro-Tech Date: 6 / 9 / 14  
Principal / Director (per Policy 3204)

Receipt of Transfer  
Acknowledged by:

Date: / /

Item(s) Delivered by:

Date: / /

Please Print Name, Title

Form 3290A  
Rev. 07/08

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



BOARD APPROVED  
3-11-15  
4874  
2 OF 3 PAGES  
-1# 23145

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

☒ \*SURPLUS (Principal / Director authorization signature required)

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

Removal Assistance Required ☐ YES ☒ NO

Submit Surplus / Transfer Form to B-stock

RECEIVED  
ACCOUNTING & FINANCIAL  
REPORTING DEPARTMENT  
2014 DEC 12 AM 9:04  
THE SCHOOL BOARD OF BROWARD COUNTY  
FLORIDA

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

Issuing Location #: 3222  
Location Name: Cross Creek School  
Contact Name: Flavia Ramirez  
Phone #: 754-321-6477

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description
04-00180	G832559GPQL		APPLE DESKTOP, EMAC G4
04-00204	G8325904PQL		APPLE DESKTOP, EMAC G4
03-00568	G8224E1XN54		COMPUTER, MAC EMAC G4
03-00571	G8222667N54		COMPUTER, MAC EMAC G4
04-00176	G8326014PQL		APPLE DESKTOP, EMAC G4
05-30950	V4353SJRAP		APPLE IBOOK G4 COMBO DRIVE/12"DISPLAY
05-86024	UV437PCFRAM		IBOOK 14.1 LAPTOP
05-86023	UV437PCGRAM		IBOOK 14.1 LAPTOP
04-00212	UV322212PBN		APPLE, IBOOK G3
05-30954	UV4353SFRAP		APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY

1/00.30  
1100.30  
1523.00  
1523.00  
1100.30  
1239.00  
1721.00  
1721.00  
1836.00  
1239.00

Equipment Transfer / Colleen Spiller  
Principal / Director (per Policy 3204)  
Released by: Flavia Ramirez - Micro Tech  
Date: 6 / 9 / 14

Receipt of Transfer  
Acknowledged by:

COMPLETED

PNI 571  
Date 1/31/15  
Initials [Signature]

Principal / Director (per Policy 3204)  
Date: / /

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)

29

384

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

☒ Surplus (only issuing location required.)

Transfer (both issuing and receiving location Required.)

Transfer Assistance Required ☒ YES ☐ NO

Issuing Location#: 3222  
Location Name: Cross Creek School  
Contact Name: Flavia Ramirez  
Phone #: 754-321-6477

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

Serial Number	Model Number	Equipment Description
57TRDPQL		APPLE DESKTOP, EMAC G4
55SDAPQL		COMPUTER DESKTOP, EMAC G4
55SC4PQL		APPLE DESKTOP, EMAC G4
50KVPQL		APPLE DESKTOP, EMAC G4

[illegible]

1100-30  
1100-30  
1100-30  
1100-30  
1680-86

Equipment Transfer / Surplus Approved By: Colleen Kelly Released By: Flavia Ramirez Micro-Tech Date: 09 / 19 / 14

Only use these tags: **by: Colleen Steers**  
Principal, Department Head or Designee

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

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

Form #3290A  
Rev. 01/05

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



# BROWARD COUNTY PUBLIC SCHOOLS

## OFFICE OF THE CHIEF AUDITOR

### PROPERTY AUDIT MISSING LIST REPORT

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

#### Location # 3222

BPI	Description	Class	Cost	Serial Number	GR Number	Acquired Date	Room Number
1	Battery, APC 2200 Backup			JS1112035985			Item Located in Room 120E. Photos are provided with enclosed Documentation.
BPI	Description	Class	Cost	Serial Number	GR Number	Acquired Date	Room Number
2	ZEBRA SERIES 3 PRINTER	046	1,395.00	CL65017536	0033987	12/11/15	Wrong serial number assigned on PNB11. Correct file 231152900245
3	APPLE MACBOOK PRO 13"	044	1,329.00	C02PVXSZFH13	351350	06/25/15	PENDING
4	APPLE MACBOOK PRO 13" 2.5GHZ 13"	044	1,511.00	C02HMSDDTY3	343495	12/21/12	PP BRONGUIE WALDEN Laptop under P9 Laptop Pictures are provided in enclosed Doc.
5	LAMINATOR, GBC PINNACLE 27	046	1,455.44	WC000411H	171013	09/16/10	Stolen item on 1/26/2015. Police Report provided with enclosed Documentation.
6	Computer, Dell Star System	044	2,863.30	81.4WKS91	PC-3	08/11/05	Surplused item on 12/20/16 T: 27481
7	Apple-Refresh Laptop	044	1,395.62	4H531G0H5EB	002005	07/22/05	PENDING
8	Apple-Refresh Laptop	044	1,395.62	4H531G0H5EB	002005	07/22/05	PENDING
8	Apple-Refresh Laptop	044	1,395.62	4H531H1V4SEB	002005	07/22/05	PENDING
8	Apple-Refresh Laptop	044	1,395.62	4H531H1V4SEB	002005	07/22/05	PENDING
8	Apple-Refresh Laptop	044	1,395.62	4H5326Q7SEB	002005	07/22/05	PENDING
7	Apple-Refresh Laptop	044	1,395.62	4H5329NVSEB	002005	07/22/05	PENDING
8	Apple-Refresh Laptop	044	1,395.62	4H5356K5SEB	002005	07/22/05	PENDING
9	APPLE IBOOK G4 COMBO	044	1,239.00	UV4353QRRAP	168816	10/04/04	PENDING
7	APPLE IBOOK G4 COMBO	044	1,239.00	UV4353LORAP	168816	10/04/04	PENDING
9	APPLE DESKTOP EMAC G4	044	1,390.00	YM316UN1NM2	063408	07/29/03	PENDING
10	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260ILPQL	062755	07/23/03	PENDING
10	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260KPPQL	062755	07/23/03	PENDING
10	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260LCPQL	062755	07/23/03	PENDING
10	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260JPPQL	062755	07/23/03	PENDING
10	APPLE DESKTOP, EMAC G4	044	1,100.30	G83257SRPQL	062755	07/23/03	PENDING
9	COMPUTER, MAC EMAC G4	044	1,523.00	G8224EITN54	970954	07/18/02	PENDING
9	COMPUTER, MAC EMAC G4	044	1,523.00	G8224E0SN54	970954	07/18/02	PENDING
11	APPLE DESKTOP, EMAC G4	044	1,523.00	G8224E13XN54	970954	07/18/02	PENDING

## Location # 3222

Item	Description	Class	Serial Number	Quantity	Unit Price	Amount	Disposition	Room Number	Room Number
10	03-00574 COMPUTER, MAC EMAC G4	044	1,523.00	G8224DXWN54	970954	07/18/02	PENDING	Surplused item on 11/25/14	T: 23145
9	01-19835 COMPUTER, MAC IMAC	044	1,583.86	RN1120XZKLB	840128	04/30/01	PENDING	Surplused item on 11/25/14	T: 23145
9	01-10182 COMPUTER, MAC IMAC	044	1,195.86	XA03902QJV8	793330	10/31/00	PENDING	Surplused item on 11/25/14	T: 23145
12	01-01875 TABLE, ROUND 60 INCH	035	1,563.22	NONE	754381	07/28/00		Surplused item on 06-03/16	T: 26092
11	98-09180 PRINTER, LEXMARK OPTRA S 1250	044	1,555.50	11-F2967	572642	4/28/98		Surplused item on 02/02/16	1290A
13	86-27822 CABINET B/G W/TOOLS FOUNDRY	016	3,310.00	NONE	47201	06/09/86		Located in Room 222. Pictures provided in enclosed Doc.	

## Audit Review Details

Items not verified as of: 3/8/2017

Valued at: \$44,511.02

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

*Colleen Sullivan*  
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.



9

**B-Stock Transfer**

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

11/6/14 [unclear] 2175 [unclear] [unclear]

Provided by school during P&I Audit

11/1/14

7. Ramirez  
11/24/14

Requested By: Flavia Ramirez

Released By:

Date:

Received By:

Date:

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1

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

☒ Surplus/Transfer Inventory Location Required

☐ Transfer Both Issuing and Receiving Location Required

Transfer Associate Required ☒ YES ☐ NO

Issuing Location: 0001  
Location Name: Broward County School  
Contact Name: David Ramirez  
Phone #: 754-321-1411

Receiving Location: 0001  
Location Name: Broward County School  
Contact Name: Ken Kuhlman  
Phone #: 754-321-2850

BPI Number If applicable	Serial Number	Model Number	Equipment Description
04-00106	G8224E1TN54		APPLE DESKTOP EMAC G4
04-00105	G8224E1TN54		APPLE DESKTOP EMAC G4
04-00104	G8224E1TN54		APPLE DESKTOP EMAC G4
04-00103	G8224E1TN54		APPLE DESKTOP EMAC G4
04-00102	G8224E1TN54		APPLE DESKTOP EMAC G4
04-00101	G8224E1TN54		APPLE DESKTOP EMAC G4
05-30947	UV4353QRRAP		APPLE iBOOK G4 COMBO DRIVE/12"DISPLAY
03-00564	G8224E1TN54		COMPUTER EMAC G4
03-00557	G8224E1TN54		APPLE DESKTOP EMAC G4
01-10182	XA03902QJVB		COMPUTER MAC IMAC
01-19835	RN1120X2M		COMPUTER MAC IMAC
04-01214	YM3161M2		APPLE DESKTOP EMAC G4

Equipment Transfer, Surplus, Appraisal, or Disposal: ☐ Transfer, ☐ Surplus, ☐ Appraisal, ☐ Disposal

Principal, Department Head or Designee

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

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

Form #329CA  
Rev 6/05

Submit Surplus/Transfer Form to Bstock



10

**B-Stock Transfer**

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments

Issuing Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Flavia Ramirez

Contact: B-Stock

Check if unable to complete ( ). Reason:

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

4-11-14 Depot 217546 4-11-14 Depot 217546

12/1/14

7. Ramirez  
11/24/14

Provided by school during P&I Audit

Requested By: Flavia Ramirez

Released By:

Date:

Received By:

Date:

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1

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

☒ Surplus only (using location required)

Transfer to the new location requires:

Transfer Assistance Required ☒ YES ☐ NO

Receiving Location: B S LOCK  
Location Name: M. N. J. B. D.  
Contact Name: M. N. J. B. D.  
Phone n. 754 321 2850

Issuing Location: 3222  
Location Name: CROSS CREEK SCHOOL  
Contact Name: HAYLAR, MURIEL  
Phone #: 754 321 6477

[illegible]

Equipment Transfer / Surplus Approval by Colleen Skellern  
Principal, Department Head of Distance

Released By:

Date: / / 20

### Transfer Received By:

Date:

Transfer to the 1980s

Date \_\_\_\_\_

Form #3290A  
Rev 01/05

Submit Surplus/Transfer Form to B-stock

11

**B-Stock Transfer**

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

11/14/14  
 Provided by school during P&I Audit  
 11/14/14  
 F. Ramirez  
 11/24/14

Requested By: Flavia Ramirez

Released By:

Date:

Received By:

Date:

Delivered By:

11-25-14

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

Page 1 of 1



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

01 PAGES

☒ SURPLUS (Principal / Director authorization signature required)

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

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

Removal Assistance Required ☒ YES ☐ NO

Issuing Location #	3222	Receiving Location #	96118
Location Name	Cross Creek School	Location Name	B-Stock
Contact Name	Flavia Ramirez	Contact Name	Ken Johnson
Phone #	754-321-6877	Phone #	754-321-6877

BPI Number <small>Refer to Asset Record downloaded as needed</small>	Serial Number	Model Number	Equipment Description	Obsolete	Broken
98-09180	11-72967		PRINTER LAMARK OPTRA S 1250		
91-31231	NO SERIAL NUMBER AVAILABLE		Digital	X	X
01-00573	08224E2X5N		COMPUTER DESKTOP EMAC G4	X	X
01-09 273	2505778		Lectern Open M410	X	X
	931-1200034		Video Zenith Model F1191W	X	X

Equipment Transferred / Surplus Approved by: Flavia Ramirez Date: 2/2/16 Released by: Flavia Ramirez Micro-Tech Date: 2/2/16

Principal / Director (use only for 2004): Flavia Ramirez Date: 2/2/16

Principal / Director (for Policy 3204): Flavia Ramirez Date: 2/2/16

Principal / Director (for Policy 3204): Flavia Ramirez Date: 2/2/16

Principal / Director (for Policy 3204): Flavia Ramirez Date: 2/2/16

Form 3200A  
Rev. 07-05





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

CROSS CREEK SCHOOL  
Colleen Stearn, Principal  
1010 NW 31<sup>st</sup> 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 Stearn, Principal, Cross Creek School  
**SUBJECT:** RESPONSE TO FINAL AUDIT REPORT FROM MARCH 8, 2017

Cross Creek had an annual Property and Inventory Audit which concluded with a meeting held on March 8, 2017. Upon completion of the audit, there were 31 items identified as "missing".

Of the 31 items, 7 were accounted for in the following manner:

- 1) Item was located on campus.
- 2) Police report for item was provided.
- 3) Transposed serial number was corrected.

The remaining 24 items, were accounted for by locating the 3290 and sent to CA which they accepted as documentation for removal.

The current micro-tech contacted the former micro-tech in an effort to obtain documentation regarding "missing items". The former micro-tech informed the current micro-tech that she had previously sent all paperwork to Capital Assets and the items should have been removed. She indicated she had also left copies of the paperwork with the Assistant Principal, with notations upon her departure because the items had not yet been removed.

Once all items that were "missing" were located on a 3290's, they were scanned to CA with a request to remove them, (SEE ATTACHMENT A). The current micro-tech discussed with the auditor that he believed all items were already sent to BSTOCK in 2014. I also contacted the former micro-tech and she indicated that supporting emails on following up on the removal of these items may be in her CAB account, in particular, emails to CA asking for them to be removed as they were picked up by BSTOCK.

I indicated that I would attempt to get access to the former micro-tech's CAB and outlook to see if we could locate the emails.

In the interim, the current micro-tech located the 3290's and BSTOCK transfer papers of all items in question in the school PNI files. Sending this information to CA was our effort to reconcile our inventory during the 30-day window of the audit response being due.

The current micro-tech and the media specialist gathered and sent documentation requesting the items be removed, (SEE ATTACHMENT B).



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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 SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

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 ATTACHMENT 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

☒ SURPLUS (Principal / Director authorization signature required)

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

Submit Surplus / Transfer Form to B-stock

Removal Assistance Required

☒ YES ☐ NO

Issuing Location # \_\_\_\_\_  
Location Name: Cross Creek School  
Contact Name: Flavia Perez  
Phone #: 754-321-6477

Receiving Location # 96118  
Location Name: B-Stock  
Contact Name: \_\_\_\_\_  
Phone #: 321-2850

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
081-A03338	WQ81285W0P1		Apple MacBook 2.4 GHz, 2 GB RAM	X	
081-11894	WS81520U0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	X	
081-A03324	WQ81285S0P1		Apple MacBook 2.4 GHz, 2 GB RAM	X	
081-11893	WS8150EP0P0		APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	X	
081-A03330	WQ8129F10P1		Apple MacBook 2.4 GHz, 2 GB RAM	X	
01-00173	GS32358L PQL		APPLE DESKTOP EMAC G4	X	
04-11405	7 A 34801257		Apple iPad Mini	X	
04-31232	6143118		Apple iPad Mini	X	
15-05980	Beyond the Horizon		Apple iPad Mini	X	

Equipment Transfer /  
Surplus Approved by:

Principal / Director (per Policy 3204)

Date: 11-11-11

Released by: Flavia Perez

Please Print Name, Title

Date: 11-11-11

Receipt of Transfer  
Acknowledged by:

Principal / Director (per Policy 3204)

Date: 11-11-11

Item(s) Delivered by:

Please Print Name, Title

Date: 11-11-11



**B-Stock Transfer**

Date Created: 12/16/2016

Date Closed:

**3**

Transfer # 27481

Number of 3290A Attachments: 2

Number of Other Attachments:

Cafeteria #

Issuing Location 3222

Cross Creek School

1010 NW 31st Ave

Pompano Beach, FL 33069

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

Contact:

Receiving Location: 9613B

B-Stock Warehouse

6501 NW 15th Ave

Fort Lauderdale, FL 33309

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

Contact:

Check if unable to complete: Reason:

DRIVER TAKE EMPTY BOX AT TIME OF PICK-UP

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

*Transferred to  
B-Stock  
Pick up  
Serial close*

Requested By: \_\_\_\_\_  
 Released By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Delivered By: \_\_\_\_\_

Originator: **Celina King**

Written changes to this form MUST be initiated by school administrator

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

Page 1 of 1

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

1 of 4 PAGES

☒ \*SURPLUS (Principal / Director authorization signature required)

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

Submit Surplus / Transfer Form to B-stock

Removal Assistance Required

☒ YES ☐ NO

Issuing Location #: 3222  
Location Name: Cross Creek School  
Contact Name: Flavia Ramirez  
Phone #: 754-321-6477

Receiving Location #: 9613B  
Location Name: B-Stock  
Contact Name: Ted  
Phone #: 321-2830

BPI Number Refer to Asset Record download as needed	Serial Number	Model Number	Equipment Description	Obsolete	Broken
13-0000b	CIMHVAEDTY3		APPLE MACBOOK PRO 13" 2.4GHz 13.3 DISPLAY		<input checked="" type="checkbox"/>
05-0000b	05-0000b		DELL MONITOR		
05-360001	ITVEN 51		DELL MONITOR		
05-0000b	844WK91		Computer Dell		

Equipment Transfer /  
Surplus Approved by:

Principal / Director (per Policy 3204)

Date: 2/2/16

Released by:

Please Print Name, Title

Date: 1/1/16

Receipt of Transfer  
Acknowledged by:

Principal / Director (per Policy 3204)

Date: 1/1/16

Item(s) Delivered by:

Please Print Name, Title

Date: 1/1/16

Form 3290A  
Rev. 07/08

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

**B-Stock Transfer**Transfer # **27481**

Cafeteria #

Issuing Location **3222****Cross Creek School****1010 NW 31st Ave****Pompano Beach, FL 33069**Phone/Fax: **(754)321-6450 / (754)321-6490**

Contact:

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:

**6**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			1	Gaylord Box of Surplus Technology Items-SEE 3290a FORMS	Inc

Requested By: \_\_\_\_\_

Released By: \_\_\_\_\_

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Delivered By: \_\_\_\_\_

Originator: **Celina King**

Written changes to this form MUST be initialed by school administrator

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

12332

22

☐ NO

Phone #: 754-321-6477

Phone #: 754-321-2850

[illegible]

Date: / /

Date / /

Date / /



**Stock Transfer**

Date Created: 12/16/2014

Date Closed:

Transfer # 23320

Number of 3290A Attachments: 3

Cafeteria #

Number of Other Attachments:

Shipping Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Ana Garcia/Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

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

Requested By: Ana Garcia

Released By:

Date: 3-5-15

Received By:

Date: 3-5-15

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

8

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

☒ Surplus (only issuing location required.)

☐ Transfer (both issuing and receiving location Required)

Transfer Assistance Required

☒ YES ☐ NO

Issuing Location #: 3222

Location Name: Cross Creek School

Contact Name: Flavia Ramirez

Phone #: 754-321-6477

Receiving Location: 9613B

Location Name: B-Stock

Contact Name: Ken Kerding

Phone #: 754-321-2850

BPI Number if applicable	Serial Number	Model Number	Equipment Description
0SLA03857 ✓	4H5326Q7SEB	iBook G4	APPLE-REFRESH LAPTOP
0SLA03847 ✓	4H531J7JSEB	iBook G4	APPLE-REFRESH LAPTOP
0SLA03846 ✓	4H531HV4SEB	iBook G4	APPLE-REFRESH LAPTOP
0SLA03844 ✓	4H531GZSSEB	iBook G4	APPLE-REFRESH LAPTOP
0SLA22948 ✓	4H5356KSSSEB	iBook G4	APPLE-REFRESH LAPTOP
0SLA03859	4H5327RWSEB	iBook G4	APPLE-REFRESH LAPTOP
04-00208	UV32221 VPRN	iBook G4	APPLE, iBOOK G3
05-86022	UV437PCCRAM	iBook G4	APPLE, iBOOK G3
05-46312	UV44900LSD0	iBook G4	APPLE, iBOOK G4 COMBO
04-00211	UV3221MKPBN	iBook G4	APPLE, iBOOK G3
0SLA03861	4H5328B9SEB	iBook G4	APPLE-REFRESH LAPTOP

Equipment Transfer/Surplus Approved By:

*Flavia Ramirez*  
Principal, Department Head or Designee

Released By: Flavia Ramirez

Date: 2/23/15

Transfer Received By:

Date: \_\_\_/\_\_\_/\_\_\_

Transfer Delivered By:

Date: \_\_\_/\_\_\_/\_\_\_

**Stock Transfer**

Date Created: 12/16/2014

Date Closed:

**8**

Transfer # 23320

Number of 3290A Attachments: 3

Cafeteria #

Number of Other Attachments:

Sending Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Ana Garcia/Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

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

Requested By: Ana Garcia

Released By:

Date: 3-5-15

Received By:

Date: 3-5-15

Delivered By:

Originator: Kent Jerding

Written changes to this form MUST be initialed by school administrator

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

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

9

☒ Surplus (only issuing location required)

☐ Transfer (both issuing and receiving location Required)

Transfer Assistance Required

☒ YES

☐ NO

Issuing Location #: 3222

Location Name: Cross Creek School

Contact Name: Flavia Ramirez

Phone #: 754-321-6477

Receiving Location: 96138

Location Name: B-Stock

Contact Name: Ken Jendryg

Phone #: 754-321-2850

BPI Number If applicable	Serial Number	Model Number	Equipment Description
04-00196	G83337RDFQI		APPLE DESKTOP, IMAC G4
04-00195	G83353DAFQI		COMPUTER DESKTOP, IMAC G4
04-00190	G83355C4FQI		APPLE DESKTOP, IMAC G4
04-00184	G83360KVFQI		APPLE DESKTOP, IMAC G4
01-10180	XA0191HCJVA		COMPUTER, MAC IMAC
05-30947	UV4353QRRAP		APPLE, IBOOK G4 COMBO DRIVE/12"DISPLAY
03-00564	G8224E0SNS4		COMPUTER, EMAC G4
03-00557	G8224E1TNS4		APPLE DESKTOP, EMAC G4
01-10182	XA03902QJVB		COMPUTER, MAC IMAC
01-19835	FM1120XZQLB		COMPUTER, MAC IMAC
04-01214	YM316UN1NM2		APPLE DESKTOP, EMAC G4

Equipment Transfer/Surplus Approved By:

*Colleen Steen*  
Principal, Department Head or Designated

Released By: Flavia Ramirez Micro-tech

Date: 09/19/14

Transfer Received By:

Date: / /

Transfer Delivered By:

Date: / /



**B-Stock Transfer**

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

11-6-14 Drop off 2 PC Boxes at when ready to ship

12/9/14

F. Ramirez  
11/24/14

Requested By: Flavia Ramirez

Released By:

Received By:

Delivered By:

Originator: Kent Jerding

Date:

Date:

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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Surplus ☒ 12 45

Transfer (both issuing and Receiving location Required.)

☐ NO

Phone #: 734-321-6411

Phone #: 1-24-321-6030

Date: 11/21/14

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

# B-Stock Transfer

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

11-6-14 Drop off 2 PC Boxes at warehouse on 11/6/14

12/9/14

F. Ramirez  
11/24/14

Requested By: Flavia Ramirez

Released By:

Received By:

Delivered By:

Originator: Kent Jerding

Date:

Date:

11-25-14

Written changes to this form MUST be initiated by school administrator

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

— OF — PAGES

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

Submit Surplus / Transfer Form to B-stock

Removal Assistance Required ☒ YES ☐ NO

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

[illegible]

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

\* Pre-1917 verification documents from a 1935f, approved return of agent should be returned to Austin Purposes as well as 1917, 1921, 1925, 1929, 1935f, 1939, 1945, 1949, 1953, 1957, 1961, 1965, 1969, 1973, 1977, 1981, 1985, 1989, 1993, 1997, 2001, 2005, 2009, 2013, 2017, 2021, 2025, 2029, 2033, 2037, 2041, 2045, 2049, 2053, 2057, 2061, 2065, 2069, 2073, 2077, 2081, 2085, 2089, 2093, 2097, 2101, 2105, 2109, 2113, 2117, 2121, 2125, 2129, 2133, 2137, 2141, 2145, 2149, 2153, 2157, 2161, 2165, 2169, 2173, 2177, 2181, 2185, 2189, 2193, 2197, 2201, 2205, 2209, 2213, 2217, 2221, 2225, 2229, 2233, 2237, 2241, 2245, 2249, 2253, 2257, 2261, 2265, 2269, 2273, 2277, 2281, 2285, 2289, 2293, 2297, 2301, 2305, 2309, 2313, 2317, 2321, 2325, 2329, 2333, 2337, 2341, 2345, 2349, 2353, 2357, 2361, 2365, 2369, 2373, 2377, 2381, 2385, 2389, 2393, 2397, 2401, 2405, 2409, 2413, 2417, 2421, 2425, 2429, 2433, 2437, 2441, 2445, 2449, 2453, 2457, 2461, 2465, 2469, 2473, 2477, 2481, 2485, 2489, 2493, 2497, 2501, 2505, 2509, 2513, 2517, 2521, 2525, 2529, 2533, 2537, 2541, 2545, 2549, 2553, 2557, 2561, 2565, 2569, 2573, 2577, 2581, 2585, 2589, 2593, 2597, 2601, 2605, 2609, 2613, 2617, 2621, 2625, 2629, 2633, 2637, 2641, 2645, 2649, 2653, 2657, 2661, 2665, 2669, 2673, 2677, 2681, 2685, 2689, 2693, 2697, 2701, 2705, 2709, 2713, 2717, 2721, 2725, 2729, 2733, 2737, 2741, 2745, 2749, 2753, 2757, 2761, 2765, 2769, 2773, 2777, 2781, 2785, 2789, 2793, 2797, 2801, 2805, 2809, 2813, 2817, 2821, 2825, 2829, 2833, 2837, 2841, 2845, 2849, 2853, 2857, 2861, 2865, 2869, 2873, 2877, 2881, 2885, 2889, 2893, 2897, 2901, 2905, 2909, 2913, 2917, 2921, 2925, 2929, 2933, 2937, 2941, 2945, 2949, 2953, 2957, 2961, 2965, 2969, 2973, 2977, 2981, 2985, 2989, 2993, 2997, 3001, 3005, 3009, 3013, 3017, 3021, 3025, 3029, 3033, 3037, 3041, 3045, 3049, 3053, 3057, 3061, 3065, 3069, 3073, 3077, 3081, 3085, 3089, 3093, 3097, 3101, 3105, 3109, 3113, 3117, 3121, 3125, 3129, 3133, 3137, 3141, 3145, 3149, 3153, 3157, 3161, 3165, 3169, 3173, 3177, 3181, 3185, 3189, 3193, 3197, 3201, 3205, 3209, 3213, 3217, 3221, 3225, 3229, 3233, 3237, 3241, 3245, 3249, 3253, 3257, 3261, 3265, 3269, 3273, 3277, 3281, 3285, 3289, 3293, 3297, 3301, 3305, 3309, 3313, 3317, 3321, 3325, 3329, 3333, 3337, 3341, 3345, 3349, 3353, 3357, 3361, 3365, 3369, 3373, 3377, 3381, 3385, 3389, 3393, 3397, 3401, 3405, 3409, 3413, 3417, 3421, 3425, 3429, 3433, 3437, 3441, 3445, 3449, 3453, 3457, 3461, 3465, 3469, 3473, 3477, 3481, 3485, 3489, 3493, 3497, 3501, 3505, 3509, 3513, 3517, 3521, 3525, 3529, 3533, 3537, 3541, 3545, 3549, 3553, 3557, 3561, 3565, 3569, 3573, 3577, 3581, 3585, 3589, 3593, 3597, 3601, 3605, 3609, 3613, 3617, 3621, 3625, 3629, 3633, 3637, 3641, 3645, 3649, 3653, 3657, 3661, 3665, 3669, 3673, 3677, 3681, 3685, 3689, 3693, 3697, 3701, 3705, 3709, 3713, 3717, 3721, 3725, 3729, 3733, 3737, 3741, 3745, 3749, 3753, 3757, 3761, 3765, 3769, 3773, 3777, 3781, 3785, 3789, 3793, 3797, 3801, 3805, 3809, 3813, 3817, 3821, 3825, 3829, 3833, 3837, 3841, 3845, 3849, 3853, 3857, 3861, 3865, 3869, 3873, 3877, 3881, 3885, 3889, 3893, 3897, 3901, 3905, 3909, 3913, 3917, 3921, 3925, 3929, 3933, 3937, 3941, 3945, 3949, 3953, 3957, 3961, 3965, 3969, 3973, 3977, 3981, 3985, 3989, 3993, 3997, 4001, 4005, 4009, 4013, 4017, 4021, 4025, 4029, 4033, 4037, 4041, 4045, 4049, 4053, 4057, 4061, 4065, 4069, 4073, 4077, 4081, 4085, 4089, 4093, 4097, 4101, 4105, 4109, 4113, 4117, 4121, 4125, 4129, 4133, 4137, 4141, 4145, 4149, 4153, 4157, 4161, 4165, 4169, 4173, 4177, 4181, 4185, 4189, 4193, 4197, 4201, 4205, 4209, 4213, 4217, 4221, 4225, 4229, 4233, 4237, 4241, 4245, 4249, 4253, 4257, 4261, 4265, 4269, 4273, 4277, 4281, 4285, 4289, 4293, 4297, 4301, 4305, 4309, 4313, 4317, 4321, 4325, 4329, 4333, 4337, 4341, 4345, 4349, 4353, 4357, 4361, 4365, 4369, 4373, 4377, 4381, 4385, 4389, 4393, 4397, 4401, 4405, 4409, 4413, 4417, 4421, 4425, 4429, 4433, 4437, 4441, 4445, 4449, 4453, 4457, 4461, 4465, 4469, 4473, 4477, 4481, 4485, 4489, 4493, 4497, 4501, 4505, 4509, 4513, 4517, 4521, 4525, 4529, 4533, 4537, 4541, 4545, 4549, 4553, 4557, 4561, 4565, 4569, 4573, 4577, 4581, 4585, 4589, 4593, 4597, 4601, 4605, 4609, 4613, 4617, 4621, 4625,



**B-Stock Transfer**

Date Created: 11/3/2014

Date Closed:

Transfer # 23145

Number of 3290A Attachments: 4

Cafeteria #

Number of Other Attachments:

Issuing Location 3222

Receiving Location 9613B

Cross Creek School

B-Stock Warehouse

1010 NW 31st Ave

6501 NW 15th Ave

Pompano Beach, FL 33069

Fort Lauderdale, FL 33309

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

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

Contact: Flavia Ramirez

Contact: B-Stock

Check if unable to complete ☐ Reason:

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

11-6-14 Drop off 2 PC Boxes at when ready to P.I.

12/9/17

Flavia Ramirez  
11/24/14

Requested By: Flavia Ramirez

Released By:

Received By:

Delivered By:

Originator: Kent Jerding

Date:

Date:

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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1 OF 1 PAGES

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

Receiving Location #:	9613B
Location Name:	B-Stock
Contact Name:	Ted
Phone #:	321-2850

[illegible]

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal / Director (per Policy 3204)

Date: \_\_/\_\_/\_\_

**B-Stock Transfer**

Date Created: 11/15/2016

Form Closed: 9

Transfer # **26092**90A Attachments **18**

Cafeteria #

Other Attachments

Issuing Location: **3222**

Assets Inc. 3222

**Cross Creek School**

Assets Inc.

**1010 NW 31st Ave**

1100 Charles Street

**Pompano Beach, FL 33069**

Longwood, FL 32750

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

Phone/Fax: 407-749-0787

Contact:

Check if unable to complete Reason

**12**

Line #	BPI #	Serial #	Qty	Item Description	Status
1			1	Laptop Computer	nc
2			1	IMAC EMAC 15" Comp	nc
3			1	Printers	nc
4			1	TV	nc
5			15	Miscellaneous AVE	nc

C.R.T.S.

TABLE

**COMPLETED**

6/3/17

Requested By **Kent Jerding**

Released By

Date

Received By

Date

Delivered By

Originator **Celina King**

Written changes to this form MUST be initialed by school administrator

First Copy to B-Stock Second Copy to Financial Reporting Third Copy to

Page 1 of 4

## Re: Surplus and Transfer

Laura M. Walker

Wed 3/8/2017 12:11 PM

To: Ana D. Garcia <ana.d.garcia@browardschools.com>;

Hi Ms. Garcia,

The BPI 01-01875 has useful life remaining, if you have paper from metrology stating they are beyond economical repair, please forward it

Thank you

---

From: Ana D. Garcia

Sent: Wednesday, March 8, 2017 9:49 AM

To: Laura M. Walker

Cc: Colleen A. Stearn; Sally W. Judd; Alvaro Pion

Subject: Surplus and Transfer

Good morning Laura,

Last December our tech Flavia Perez was in correspondence with you in reference to various B-Stock Transfers that had been picked up but were still in out PNI.

In her correspondence with her and it was my understanding that you indicated that everything that had been picked up would be taken off of our school's inventory.

In checking our latest the present and the items are still in our PNI. Two examples of this are

BPI# 01-01875 which I submitted to capital assets both by email and hard copy and it has never been removed and 04-00200 with a T-23144.

Could you please look into these discrepancies?

Thanking you in advance,

Ana Díaz de Arce García

Media Specialist

Cross Creek School

1010 NW 31st Avenue

Pompano Beach, FL 33069

Ph: 754-321-6481/F: 754-321-6490

ana.d.garcia@browardschools.com

*"The more that you learn, the more things you will know. The more that you know, the more places you will go."*



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

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;



Re: Surplus

Laura M. Walker

Tue 3/21/2017 3:34 PM

To: Ana D. Garcia <ana.d.garcia@browardschools.com>;

Hi Ms. Garcia,

They are on the Surplus spreadsheet that will be loaded at the end of the month..

Thank

---

**From:** Ana D. Garcia

**Sent:** Tuesday, March 21, 2017 2:21 PM

**To:** Laura M. Walker

**Subject:** Re: Surplus

Ms. Walker,

Here are some of the numbers: 05-30947, 04-00181, 05LA03847, 03-00564.

These numbers are from different 3290s.

Thank you for doing this, I really appreciate it.

Ana

---

**From:** Laura M. Walker

**Sent:** Tuesday, March 21, 2017 12:51 PM

**To:** Ana D. Garcia

**Subject:** Re: Surplus

Hi Ms. Garcia,

Thank you for the explanation i will give to my boss for approval.. Please send me one of the BPI#'s listed on the 3290 and i will check to see if it was processed.

---

**From:** Ana D. Garcia

**Sent:** Tuesday, March 21, 2017 12:40 PM

**To:** Laura M. Walker

**Cc:** Colleen A. Stearn; Sally W. Judd; Alvaro Pion

**Subject:** Surplus

Good afternoon Ms. Walker,

In reference to BPI 01-01875, table, round 60 inch, when the merger between

Sunset and Cross Creek took place, we received many items including the table in question. The table was in ill shape, broken and we did not need it. It was in storage in our school until it was surplus and sent to b-stock last June 2016.

Can you tell me anything on the rest of the items that were sent to be deleted from our PNI?

Our audit was over two weeks ago and we only have a short time to clear things up.  
I would appreciate your response on this matter at your earliest convenience.

Thanking you in advance,  
Ana García

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

*"The more that you read, the more things you will know. The more that you learn, the more places you will go."* - Dr. Seuss



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

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.

Attachment C

*public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone. The School Board of Broward County, Florida expressly prohibits bullying, including cyberbullying, by or towards any student or employee. See Policy 5.9: Anti-Bullying for additional information.*

**From:** Alvaro Pion  
**Sent:** Wednesday, March 29, 2017 9:32 AM  
**To:** Laura M. Walker  
**Subject:** Fw: Surplus

Mrs. Walker, sorry to be such a pain, I just need to know if all the items on the list we sent you will be taken off at the end of the month, just want to confirm this with you.  
Thank you

**Alvaro Pion**  
M.C.T Specialist  
1010 NW 31<sup>st</sup> 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 31<sup>st</sup> Ave.  
Pompano Beach, FL 33069  
754-321-6477  
alvaro.pion@browardschools.com



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**From:** Alvaro Pion  
**Sent:** Tuesday, March 14, 2017 2:31 PM  
**To:** Ana D. Garcia



## Re: Surplus Items

Laura M. Walker

Mon 4/3/2017 12:29 PM

To: Ana D. Garcia <ana.d.garcia@browardschools.com>;

Hi Ms. Garcia,

The surplus will be uploaded soon. I don't have a new date because someone else handles that part of the process. I want to say sometime this week but not for sure.

Thank you for your patience

Laura Walker

---

From: Ana D. Garcia

Sent: Monday, April 3, 2017 12:10 PM

To: Laura M. Walker

Cc: Colleen A. Stearn; Sally W. Judd; Alvaro Pion

Subject: Surplus Items

Ms. Walker,

I just printed that last PNI dated 3/31/17 and the items that were submitted with the proper documentation for removal from the PNI are still showing as part of our inventory.

On a previous email to me, you indicated that they would be removed by the end of the month.

Do you have a new date of when they will be removed? Our deadline for the audit to clear these items is at the end of the week. So it is very important that this is resolved.

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

I really would appreciate your attention and quick response.

Thanking you in advance,

Ana Díaz de Arce García

Media Specialist

Cross Creek School

1010 NW 31st Avenue

Pompano Beach, FL 33069

Ph: 754-321-6481/F: 754-321-6490

ana.d.garcia@browardschools.com

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**UPDATED CHANGED FIXED ASSETS REPORT**

**MAY 1, 2017**

**SHOWS PROPERTY AUDIT MISSING LIST ITEMS  
"MOVED TO SURPLUS"**

7

PAGE 1

[illegible]

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ITEM MOVED TO SURPLUS

[illegible]

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ITEM MOVED TO SURPLUS

[illegible][illegible]

TABLE MOVED TO SURPLUS

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ITEM MOVED TO SUBPRTIC

[illegible]

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ITEM MOVED TO SURPLUS



223



CHANGED FIXED ASSETS REPORT  
PNI954C

[illegible]

ITEM MOVED TO SURPLUS

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PAGE 4

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[pxonline.hum](http://pxonline.hum)

PAGE 5

>>>|<<< C O M M E N T S >>>

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277C • OI

中国地质大学(北京)

金 陵 大 學 學 報

FROM: T

THESE NOTES ARE THE PROPERTY OF THE UNIVERSITY OF TORONTO LIBRARY

FROM: 0422

FROM: T  
TO: P

ITEM MOVED TO SURPLUS

TO: 3222

TO: P

7



# BROWARD COUNTY PUBLIC SCHOOLS

## OFFICE OF THE CHIEF AUDITOR

### PROPERTY AUDIT MISSING LIST REPORT

Location #

BPI Description

Class Cost

Serial Number

GR Number

Acquired Date

Room Number

Battery, APC 2200 Backup

JS1112035985

Location # 3222

BPI	Description	Class	Cost	Serial Number	GR Number	Acquired Date	Room Number
16-01980	ZEBRA SERIES 3 PRINTER	046	1,595.00	CL65017536	583987	12/11/15	
15-05980	APPLE MACBOOK PRO 13"	044	1,329.00	C02PVXSZFH3	551350	06/25/15	PENDING
13-02402	APPLE MACBOOK PRO 13" 2.5GHZ 13"	044	1,511.00	C02JHMSSTY3	343495	12/21/12	PP BRONGTIE WALDEN
11-81087	LAMINATOR, GBC PINNACLE 27	046	1,455.44	WC00041H	171013	09/16/10	
06-8-195	Computer, Dell Star System	044	2,863.30	8LAWK91	PC-3	08/11/05	
05LA03836	Apple-Refresh Laptop	044	1,395.62	4H531G4HSEB	002005	07/22/05	PENDING
05LA03844	Apple-Refresh Laptop	044	1,395.62	4H531GZ5SEB	002005	07/22/05	PENDING
05LA03846	Apple-Refresh Laptop	044	1,395.62	4H531HV4SEB	002005	07/22/05	PENDING
05LA03847	Apple-Refresh Laptop	044	1,395.62	4H531J7JSEB	002005	07/22/05	PENDING
05LA03857	Apple-Refresh Laptop	044	1,395.62	4H5329NYSEB	002005	07/22/05	PENDING
05LA22943	Apple-Refresh Laptop	044	1,395.62	4H5329NYSEB	002005	07/22/05	PENDING
05LA22948	Apple-Refresh Laptop	044	1,395.62	4H5356KSSSEB	002005	07/22/05	PENDING
05-36202	DELL DESKTOP PENTIUM 4 W/17"	044	1,318.00	1TVFV51	010199	11/08/04	
05-30947	APPLE, IBOOK G4 COMBO	044	1,239.00	UV4353QRRAP	168816	10/04/04	PENDING
05-30951	APPLE, IBOOK G4 COMBO	044	1,239.00	UV43531QRRAP	168816	10/04/04	PENDING
04-01214	APPLE, DESKTOP EMAC G4	044	1,390.00	YMA316UN1NM2	063408	07/29/03	PENDING
04-00181	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260JLPOL	062755	07/23/03	PENDING
04-00182	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260KPPOL	062755	07/23/03	PENDING
04-00183	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260LCPOL	062755	07/23/03	PENDING
04-00189	APPLE DESKTOP, EMAC G4	044	1,100.30	G83260JPPOL	062755	07/23/03	PENDING
04-00200	APPLE DESKTOP, EMAC G4	044	1,100.30	G83257SRPOL	062755	07/23/03	PENDING
03-00557	COMPUTER, MAC EMAC G4	044	1,523.00	G8224E1TN54	970954	07/18/02	PENDING
03-00564	COMPUTER, MAC EMAC G4	044	1,523.00	G8224E0SN54	970954	07/18/02	PENDING
03-00573	APPLE DESKTOP, EMAC G4	044	1,523.00	G8224E3XN54	970954	07/18/02	PENDING

Location # 3222


BPI	Description	Class	Cost	Serial Number	GR Number	Acquired Date	Room Number
03-00574	COMPUTER, MAC EMAC G4	044	1,523.00	G8224DXWN54	970954	07/18/02	PENDING
01-19835	COMPUTER, MAC IMAC	044	1,583.86	RN1120XZKLB	840128	04/30/01	PENDING
01-01812	COMPUTER, MAC IMAC	044	1,195.86	XA03902QIV8	793330	10/31/00	PENDING
01-01875	TABLE, ROUND 60 INCH	035	1,563.22	NONE	754381	07/28/00	
98-09180	PRINTER, LEXMARK OPTRA S 1250	044	1,555.50	11-FZ967	572642	07/28/98	
86-27822	CABINET B/G W/TOOLS FOUNDRY	016	3,310.00	NONE	47201	05/09/86	

Audit Review Details

Items not verified as of: 3/8/2017

Total: 31 Valued at: \$44,511.02

1. If the item located was allocated by property pass, a copy of that property pass must be forwarded with your response. The item will require physical verification by the Inventory Audit Specialist when a return reconciliation visit is scheduled with the administrator.
2. If an item is identified as salvaged, a copy of the original signed & dated surplus declaration form (3296a) and the removal authorization form (B-stock / approved vendor) must be forwarded with your response.
3. Invoice documentation must be submitted with the 30 day response for items requiring serial # corrections/modification.

  
 Principal/Department Director  
 Date 3/8/17  
 By signature, I certify that I have personally confirmed the accuracy of the information regarding the location of the items included in this response.

Attachment E  
(cont)

**UPDATED PROPERTY AND INVENTORY REPORT**

**MAY 2, 2017**

**ALL ITEMS REMOVED BY CAPITAL ASSETS**



FPCE11	05/02/17 14:00	THE SCHOOL BOARD OF BROWARD COUNTY	FIXED ASSETS LOCATION INVENTORY REPORT	PAGE 1					
LOCN:	3222								
BP1 NUM	ASSET DESCRIPTION	COND/CLS	VOUCHER/ACQ DATE	COST	SEIAL NUMBER	LOCN	PROJ	STOLEN	P/D
01-01875	TABLE, ROUND 60 INCH	T	035	754381	07/28/00	1,563.22	NONE		3222
01-19652	PROJECTOR, LCD EPSON	G	056	839171	04/05/01	3,381.89	B920021040C		3222
02-82780	COMPUTER, DELL WS 330	T	044	971428	06/30/02	1,879.00	3HP2L11		3222
03-20890	PROJECTOR ULTRAPORTABLE HIGHEND EPSON	T	056	049564	05/14/03	2,421.00	EE20340262C		3222
03-21595	PRINTER LEXMARK T630N	T	044	057611	06/17/03	1,208.00	9911FP2		3222
04-00205	PRINTER, LEXMARK T630N	T	044	057611	06/17/03	1,208.00	9911FR6		3222
04-00206	PRINTER, LEXMARK T630N	T	044	063268	07/22/03	1,208.00	9913B6N		3222
04-14913	CART, GOLF MODEL SHUTTLE EZGO	T	019	120288	03/01/04	4,763.32	2181907		3222
04-81054	PROTRAINER 5 WT STK GYM	T	020	072432	09/10/03	4,295.00	32220005		3222
05-37482	PRINTER, LEXMARK T630N B/W LASER	T	044	011626	11/09/04	1,208.00	99216P7		3222
05-39021	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE		3222
05-39022	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE		3222
05-39023	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE		3222
05-39024	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE		3222
05-39025	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE		3222
05-39026	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE		3222
05-39027	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE		3222
05-39028	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE		3222
05-40319	PRINTER, LEXMARK T630N B/W LASER	T	044	023412	01/14/05	1,205.00	99247TT		3222
05-40320	PRINTER, LEXMARK T630N B/W LASER	T	044	023412	01/14/05	1,205.00	9925TNN		3222
05-46311	APPLE IBOOK G4W/CD-RW/DVD/14.1"DISPLAY/8	T	044	034023	02/25/05	1,721.50	UV44900CSD0		3222
05-47028	HHP IMAGE TEAM 3875 SCANNER KIT	T	046	036421	03/01/05	1,365.00	X5303724		3222
05-51520	PROACTIV 78, BOARD	T	011	069518	04/28/05	1,793.30	5058481069		3222
05-53749	TELECONFERENCE SYSTEMS DISTANCE LEARNING	T	046	077515	06/02/05	13,400.00	30A88833/406KT010003		3222
05-56110	IBM SERVER X236, INTEL XEON 2.8 GHZ	T	044	089293	07/18/05	12,048.17	KPLV302		3222
05-81774	SYSTEM, TIME KRONOS	T	046	002849	10/26/04	2,197.00	R0048476		3222
06-05709	DELL, LAPTOP, D810 W/DVD-RW/15.4" DISPLA	T	044	110790	10/19/05	1,619.10	66403501		3222
07-03889	DOWNDRAFT TABLE-RUBBER 34"H	T	016	197693	10/19/06	4,031.32	L764700		3222
07-05395	CLUB CARDIO TRAINING	T	020	205490	11/22/06	3,067.00	940PFD9		3222
07-10126	PRINTER, LEXMARK C772N COLOR LASER	T	044	227681	02/22/07	1,677.00	0646162019		3222
07-10733	WHITEBOARD PROMETHEAN W/STAND INSTAL WAR	T	011	231607	03/15/07	1,677.00	0646162018		3222
07-10734	WHITEBOARD PROMETHEAN W/STAND INSTAL WAR	T	011	231607	03/15/07	1,677.00	0646162018		3222
07-14271	DELL, LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL	T	044	004455	06/27/07	1,441.00	4Q850D1		3222
07-14273	DELL, LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL	T	044	004455	06/27/07	1,441.00	8P850D1		3222
07-80251	TANBERG T-150 MXP	T	046	183826	09/14/06	1,172.90	38A04444		3222
07-83492	ACTIVBOARD PROMETHEAN	T	011	232531	03/02/07	1,202.00	0646162020		3222
07-83493	ACTIVBOARD PROMETHEAN	T	011	232531	03/02/07	1,202.00	0646162021		3222
08-00354	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	T	044	258264	08/09/07	1,499.00	W87245APYA2		3222
08-00355	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	T	044	258264	08/09/07	1,499.00	W87245E4YA2		3222



: FPC811		05/02/17 14:00		THE SCHOOL BOARD OF BROWARD COUNTY		PAGE 2					
: LOCN: 3222				FIXED ASSETS LOCATION INVENTORY REPORT							
: PN1811											
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D
08-00361	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	T	044	258264	08/09/07	1,499.00	W87245F0YA2	3222			
08-00362	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	T	044	258264	08/09/07	1,499.00	W8724A8DYA2	3222			
08-04595	DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/	T	044	005398	10/24/07	1,748.00	89B1RD1	3222			
08-05063	APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3"	T	044	274342	10/29/07	1,499.00	W87329PL25V	3222			
08-08733	32 ACTIVOTE 2.4GHZ	T	011	013458	05/02/08	2,702.00	32220008	3222			
08-09610	DELL WS3400 W/20" FLAT PANEL	T	044	023389	06/27/08	1,506.00	JM10GG1	3222			
08-11117	WHITEBOARD, INTERACTIVE SMART BOARD SB68	T	011	021322	06/11/08	1,002.00	SB680R2394729	3222			
08-11120	WHITEBOARD, INTERACTIVE SMART BOARD SB68	T	011	021311	06/11/08	1,002.00	SB680R2A69847	3222			
08-11895	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	T	044	015447	05/15/08	1,505.00	W88152SG0P0	3222			
08-11898	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	T	044	015447	05/15/08	1,505.00	W88152RJ0P0	3222			
08-11899	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	T	044	015447	05/15/08	1,505.00	W88152U10P0	3222			
08-13165	ACTIVEEXPRESSION 32	T	011	017126	05/22/08	2,195.00	32220007	3222			
09-04741	APPLE MACBOOK PRO 2.5GHZ 17" DISPLAY	T	044	040319	09/22/08	3,299.00	W8837045YP3	3222			
10-01917	APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY	T	044	106082	09/25/09	2,729.00	W89341R08YA	3222			
10-01924	APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY	T	044	106089	09/25/09	2,729.00	W893410N8YA	3222			
10-01990	PRINTER, LEXMARK T652DN B/W DUPLEX ADMIN	T	044	114113	10/30/09	1,423.50	793N3BW	3222			
10-03740	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	138867	03/10/10	1,169.00	C0912220080	3222			
10-03741	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	138868	03/10/10	1,169.00	C0912220079	3222			
10-03742	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	138869	03/10/10	1,169.00	C0912220078	3222			
10-03743	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	138890	03/10/10	1,169.00	C0912220077	3222			
10-03744	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	138892	03/10/10	1,169.00	C0912220076	3222			
10-04126	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	142331	03/25/10	1,553.00	W801014M66H	3222			
10-04131	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	137681	03/04/10	1,169.00	C0911120513	3222			
10-04132	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	137681	03/04/10	1,169.00	C0911120514	3222			
10-04133	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	137681	03/04/10	1,169.00	C0911120515	3222			
10-05477	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155146	06/01/10	1,553.00	WQ017P7XATM	3222			
10-05482	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155173	06/01/10	1,553.00	WQ017P8EATM	3222			
10-05484	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155176	06/01/10	1,553.00	WQ017P9NATM	3222			
10-05487	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155179	06/01/10	1,553.00	W80172XNATM	3222			
10-80670	Heartstart FRX Defibrillator	T	083	157784	06/29/10	1,310.86	B10F00530	3222			
11-00166	PRESSURE PRO EAGLE SERIES E4040HG	T	014	166934	08/27/10	1,033.33	1007016	3222			
11-00758	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	174059	09/29/10	1,169.00	C1006210003	3222			
11-01355	LEXMARK T652dnB/W DUPLEX LASER PRINTER	T	044	181041	10/29/10	1,248.00	794CTF1	3222			
11-01356	LEXMARK T652dnB/W DUPLEX LASER PRINTER	T	044	181042	10/29/10	1,248.00	794CTDK	3222			
11-01357	LEXMARK T652dnB/W DUPLEX LASER PRINTER	T	044	181043	10/29/10	1,248.00	794CT90	3222			
11-01358	LEXMARK T652dnB/W DUPLEX LASER PRINTER	T	044	181044	10/29/10	1,248.00	794CTBN	3222			
11-01361	LAPTOP, APPLE MACBOOK	T	044	180976	10/29/10	1,320.55	4503704FFYN	3222			
11-01362	LAPTOP, APPLE MACBOOK	T	044	180977	10/29/10	1,320.55	450410BJFFYN	3222			
11-02238	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T	044	196874	01/31/11	1,248.00	794K9N7	3222			
11-02239	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T	044	196875	01/31/11	1,248.00	794K9V2	3222			

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: LOCN: 3222		FIXED ASSETS LOCATION INVENTORY REPORT		PN1811							
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D
11-02240	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T	044	196876	01/31/11	1,248.00	794K9N4	3222			
11-02241	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T	044	196877	01/31/11	1,248.00	794K9LY	3222			
11-03243	CART, DATAMATION DELL	T	044	209311	03/30/11	1,100.05	19276	H400	3222		
11-04443	mabook laptops	T	044	227214	06/14/11	1,037.30	451230YQGST	H400	3222		
11-05741	Cisco WAVE 574 Proxy Server	T	044	227219	06/14/11	1,037.30	4512311ZGST	H400	3222		
11-80149	WHITEBOARD INTERACTIVE	T	044	224670	06/03/11	6,146.85	MX2115019P	3222			
11-81087	LAMINATOR, GBC PINNACLE 27-R	T	011	PC-3	09/17/10	1,999.00	SB680R2269374	3222			
12-02106	Apple teacher laptop	T	046	171013	09/16/10	1,455.44	WC00041H	3222			
12-02186	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	263645	12/06/11	1,037.30	451450B6GST	C102	3222		
12-02187	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	272183	01/27/12	1,307.85	D25GT0U4DHJF	3222			
12-02188	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	272184	01/27/12	1,307.85	D25GT0U8DHJF	3222			
12-02191	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	272186	01/27/12	1,307.85	D25GX0PNDHJF	3222			
12-02426	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T	044	272189	01/27/12	1,307.85	D25GX0PNDHJF	3222			
12-04796	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	270192	01/18/12	1,248.00	79517BX	3222			
12-04797	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302556	06/11/12	1,511.75	C1MHDNL2DV13	3222			
12-04798	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302558	06/11/12	1,511.75	C17HC6HGDV13	3222			
12-04799	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302559	06/11/12	1,511.75	C1MHDRLMDV13	3222			
12-04800	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302580	06/11/12	1,511.75	C1MHDNKKDV13	3222			
12-04804	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302582	06/11/12	1,511.75	C17HC6HGDV13	3222			
12-04805	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302591	06/11/12	1,511.75	C1MHDNKKDV13	3222			
12-04806	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302592	06/11/12	1,511.75	C1MHDRLYDV13	3222			
12-04807	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302593	06/11/12	1,511.75	C1MHDNKKDV13	3222			
12-04809	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302595	06/11/12	1,511.75	C1MHDNKKDV13	3222			
12-04814	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302628	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04816	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302640	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04821	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302645	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04822	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302647	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04823	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302648	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04824	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302649	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04826	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302662	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04827	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302663	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04828	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302664	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04829	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302665	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04830	APPLE IMAC INTEL W/21.5" LED GLSY WDCN	T	044	302666	06/11/12	1,307.85	D25HP1KADHJF	3222			
12-04831	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	T	044	305406	06/26/12	1,363.00	C02HQ022DWM	3222			
12-04832	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	T	044	305407	06/26/12	1,363.00	C02HQ022DWM	3222			
12-04833	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	T	044	305408	06/26/12	1,363.00	C02HQ022DWM	3222			
12-04834	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	T	044	305409	06/26/12	1,363.00	C02HQ022DWM	3222			
12-04835	APPLE AIRBOOK 1.6GHZ - 11" DSPLY - CART	T	044	305420	06/26/12	1,363.00	C02HQ01YDWM	3222			

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LOCN: 3222		PN1811									
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D
14-06361	BURNISHER, HI-SPEED ELECTRIC 20" TENANT	T	014	473254	06/12/14	1,386.45	10685854	3222			
14-06362	VACUUM, WET/DRY 16 GALLON BATTERY OPER	T	014	473254	06/12/14	1,785.81	10679025	3222			
14-06434	PRINTER, LEXMARK MX610DTE LASER/FAX/SCAN	T	044	472649	06/10/14	2,404.00	701632HH02D29	3222			
14-06537	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08XF8J9	3222			
14-06538	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08NF8J9	3222			
14-06539	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW05XF8J9	3222			
14-06541	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW06NF8J9	3222			
14-06543	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW07WF8J9	3222			
14-06544	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW05MF8J9	3222			
14-06545	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08MF8J9	3222			
14-06546	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08MF8J9	3222			
14-06547	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW06PF8J9	3222			
14-06548	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08RF8J9	3222			
14-06549	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW06PF8J9	3222			
14-06550	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW07RF8J9	3222			
14-06551	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW0XBF8J9	3222			
14-06552	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW0XBF8J9	3222			
14-06553	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08JF8J9	3222			
14-06554	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08DF8J9	3222			
14-06555	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW082F8J9	3222			
14-06556	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW062F8J9	3222			
14-06557	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08BF8J9	3222			
14-06558	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW07F8J9	3222			
14-06559	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW07F8J9	3222			
14-06560	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW05RF8J9	3222			
14-06562	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08QF8J9	3222			
14-06563	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08F8J9	3222			
14-06564	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW05XF8J9	3222			
14-06565	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW091F8J9	3222			
14-06566	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW068F8J9	3222			
14-06567	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW090F8J9	3222			
14-06568	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW089F8J9	3222			
14-06569	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW087F8J9	3222			
14-06570	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW07AE8J9	3222			
14-06571	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW06CF8J9	3222			
14-06572	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW07GF8J9	3222			
14-06573	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW07GF8J9	3222			
14-06574	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW06YF8J9	3222			
14-06575	IMAC 27-INCH	T	044	476650	06/30/14	1,617.41	D25MW08YF8J9	3222			
15-00302	EXECUTIVE DESK 72" CHERRY FINISH	T	035	477154	07/09/14	1,599.00	NONE	3222			

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LOCN: 3222		FIXED ASSETS LOCATION INVENTORY REPORT		PN1811							
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SEIAL NUMBER	LOCN	PROD	STOLEN	P/D
15-00831	MOBILE FOLDING TABLE, 60"	T	035	483051	08/19/14	1,265.96	NONE	3222			
15-00832	MOBILE FOLDING TABLE, 60"	T	035	483051	08/19/14	1,265.96	NONE	3222			
15-00833	MOBILE FOLDING TABLE, 60"	T	035	483051	08/19/14	1,265.96	NONE	3222			
15-00834	MOBILE FOLDING TABLE, 60"	T	035	483051	08/19/14	1,265.96	NONE	3222			
15-00835	MOBILE FOLDING TABLE, 60"	T	035	483051	08/19/14	1,265.96	NONE	3222			
15-00836	MOBILE FOLDING TABLE, 60"	T	035	483051	08/19/14	1,265.96	NONE	3222			
15-00837	MOBILE FOLDING TABLE, 60"	T	035	483051	08/19/14	1,265.96	NONE	3222			
15-02257	LAPTOP CART - EARTH WALK CART 30 USER	T	044	500161	10/10/14	1,339.00	51212	3222			
15-02258	LAPTOP CART - EARTH WALK CART 30 USER	T	044	500161	10/10/14	1,339.00	40842	3222			
15-02636	PRINTER, LEXMARK MX710DE B/W LASER/FAX/C	T	044	505939	11/04/14	3,096.00	746347906D40	3222			
15-04239	LAPTOP CART - EARTH WALK CART 30 USER	T	044	531274	03/24/15	1,339.00	52226	3222			
15-04711	KILN, ELECTRIC	T	010	544940	05/22/15	2,240.35	7983	3222			
15-05966	MACBOOK PRO DISPLAY	T	044	551259	06/25/15	1,399.00	C02PV661FVH5	3222			
15-05975	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05976	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05977	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05978	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05979	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05980	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05981	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05982	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05983	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05984	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05985	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05986	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05987	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05988	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05989	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05990	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05991	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05992	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
15-05993	APPLE MACBOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PVXSTFVH3	3222			
16-00668	EXECUTIVE L SHAPED DESK	T	035	558315	08/25/15	1,809.00	NONE	3222			
16-01980	ZEBRA SERIES 3 PRINTER	T	046	583987	12/11/15	1,595.00	CL65017536	3222			
16-02920	RECORDEX SIMPLICITYTOUCH 70 HD PANEL	T	011	603159	03/16/16	5,188.00	ST-700-006136	3222			
16-03145	SERVER, POWEREDGE R220	T	044	605358	03/30/16	1,628.93	B7GT382	3222			
17-01990	IPTV CONNECT V2	T	044	658693	03/14/17	2,828.32	IDN53	3222			
17-01991	ZEUS IPTV ENCODER SDI, HDMI, SDI INPUT	T	044	658694	03/14/17	2,515.50	50000101165210001	3222			
17-02215	SERVER, POWEREDGE R330	T	044	660391	03/24/17	3,530.00	JG8MXG2	3222			
86-27822	CABINET B/G W/TOOLS FOUNDRY #TS17CT	T	016	47201	05/09/86	3,310.00	NONE	3222			



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: LOCN: 3222		FIXED ASSETS LOCATION INVENTORY REPORT		PN1811							
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D
S16038343	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7XWGFWM	SMRT	3222		
S16038344	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7YDGFWM	SMRT	3222		
S16038345	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7W7GFWM	SMRT	3222		
S16038346	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7V8GFWM	SMRT	3222		
S16038347	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7X0GFWM	SMRT	3222		
S16038348	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7YMGFWM	SMRT	3222		
S16038349	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7W6GFWM	SMRT	3222		
S16038350	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7W0GFWM	SMRT	3222		
S16038351	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7WJGFWM	SMRT	3222		
S16038352	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7WJGFWM	SMRT	3222		
S16038353	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7WJGFWM	SMRT	3222		
S16038354	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7Y2GFWM	SMRT	3222		
S16038355	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7Y2GFWM	SMRT	3222		
S16038356	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QV2AJGFWM	SMRT	3222		
S16038357	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7Y4GFWM	SMRT	3222		
S16038358	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7V1GFWM	SMRT	3222		
S16038359	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7Y1GFWM	SMRT	3222		
S16038360	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QV2ALGFWM	SMRT	3222		
S16038361	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7XSGFWM	SMRT	3222		
S16038362	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7YEGFWM	SMRT	3222		
S16038363	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7XMGFWM	SMRT	3222		
S16038364	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7Y8GFWM	SMRT	3222		
S16038365	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7Y0GFWM	SMRT	3222		
S16038366	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7W6GFWM	SMRT	3222		
S16038367	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QV2AKGFWM	SMRT	3222		
S16038368	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7XZGFWM	SMRT	3222		
S16038369	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7YKGFWM	SMRT	3222		
S16038370	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7XGFWM	SMRT	3222		
S16038371	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7W6GFWM	SMRT	3222		
S16038372	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	C02QT7Y8GFWM	SMRT	3222		
S16059060	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	591992	01/20/16	1,060.00	C02QT7W6GFWM	SMRT	3222		
S16059061	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161922	SMRT	3222		
S16059062	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161674	SMRT	3222		
S16059063	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161516	SMRT	3222		
S16059064	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161468	SMRT	3222		
S16059065	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301511133410	SMRT	3222		
S16059066	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301511133440	SMRT	3222		
S16059067	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161463	SMRT	3222		
S16059068	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161563	SMRT	3222		
S16059069	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161432	SMRT	3222		
AP230	INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301511111115	SMRT	3222		

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Attachment F

**UPDATED PROPERTY AND INVENTORY REPORT**

**MAY 15, 2017**

**ALL ITEMS REMOVED BY CAPITAL ASSETS**



F

THE SCHOOL BOARD OF BROWARD COUNTY											
FIXED ASSETS LOCATION INVENTORY REPORT											
PN1811											
PAGE 1											
LOCN:	3222										
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SEAL NUMBER	LOCN	PROJ	STOLEN	P/D
01-01875	TABLE, ROUND 60 INCH	T	035	754381	07/28/00	1,563.22	NONE	3222			
01-19652	PROJECTOR, LCD EPSON	G	056	839171	04/05/01	3,381.89	B920021040C	3222			
02-82780	COMPUTER, DELL WS 330	T	044	971428	06/30/02	1,879.00	3HP2L11	F202	3222		
03-20890	PROJECTOR ULTRAPORTABLE HIGHEND EPSON	T	056	049564	05/14/03	2,421.00	EE20340262C	3222			
03-21595	PRINTER LEXMARK T630N	T	044	057611	06/17/03	1,208.00	9911FR6	3222			
03-21596	PRINTER LEXMARK T630N	T	044	057611	06/17/03	1,208.00	9911FR6	3222			
04-00205	PRINTER, LEXMARK T630N	T	044	063268	07/22/03	1,208.00	9913B6N	3222			
04-00206	PRINTER, LEXMARK T630N	T	044	063268	07/22/03	1,208.00	9913B74	3222			
04-14913	CART, GOLF MODEL SHUTTLE EZGO	T	019	120288	03/01/04	4,763.32	2181907	3222			
04-81054	PROTRAINER 5 W7 STR GYM	T	020	072432	09/10/03	4,295.00	32220005	3222			
05-37482	PRINTER, LEXMARK T630N B/W LASER	T	044	011626	11/09/04	1,208.00	99216P7	3222			
05-39021	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE	3222			
05-39022	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE	3222			
05-39023	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE	3222			
05-39024	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE	3222			
05-39025	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE	3222			
05-39026	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE	3222			
05-39027	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE	3222			
05-39028	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/04	1,028.00	NONE	3222			
05-40319	PRINTER, LEXMARK T630N B/W LASER	T	044	023412	01/14/05	1,205.00	99247TT	3222			
05-40320	PRINTER, LEXMARK T630N B/W LASER	T	044	023412	01/14/05	1,205.00	99247TT	3222			
05-46311	APPLE IBOOK G4M/CD-RM/DVD/14.1"DISPLAY/8	T	044	034023	02/25/05	1,721.50	UV44900CSD0	3222			
05-47028	BHP IMAGE TEAM 3875 SCANNER KIT	T	046	036471	03/01/05	1,365.00	X5303724	3222			
05-51520	PROACTIV 78, BOARD	T	011	069518	04/28/05	1,793.30	5058481069	3222			
05-53749	TELECONFERENCE SYSTEMS DISTANCE LEARNING	T	046	077515	06/02/05	13,400.00	30A88833/406KT010003	3222			
05-56110	IBM SERVER X236, INTEL XEON 2.8 GHZ	T	046	002889	10/26/04	2,197.00	R0048476	3222			
05-81774	SYSTEM, TIME KRONOS	T	046	110790	10/19/05	2,238.00	GFXDB81	3222			
06-05709	DELL, LAPTOP, D810 W/DVD-RW/15.4" DISPLA	T	044	197693	10/19/06	1,619.10	66403501	3222			
07-03869	DORNDRAFT TABLE-RUBBER 34" H	T	020	205490	11/22/06	4,031.32	L764700	3222			
07-05395	CLUB CARDIO TRAINING	T	044	227681	02/22/07	3,067.00	940PFD9	3222			
07-10126	PRINTER, LEXMARK C772N COLOR LASER	T	011	231607	03/15/07	1,677.00	0646162019	3222			
07-10733	WHITEBOARD PROMETHEAN W/STAND INSTAL WAR	T	011	231607	03/15/07	1,677.00	0646162018	3222			
07-14271	DELL, LAPTOP, D520 W/CD-RM/DVD 14.1"DISPL	T	044	004455	06/27/07	1,441.00	40850D1	3222			
07-14273	DELL, LAPTOP, D520 W/CD-RM/DVD 14.1"DISPL	T	044	004455	06/27/07	1,441.00	8P850D1	3222			
07-80251	TANBERG T-150 MXP	T	046	183826	09/14/06	1,172.50	38A04444	3222			
07-83492	ACTIVBOARD PROMETHEAN	T	011	232531	03/02/07	1,202.00	0646162020	3222			
07-83493	ACTIVBOARD PROMETHEAN	T	011	232531	03/02/07	1,202.00	0646162021	3222			
08-00354	APPLE MACBOOK 1.83GHZ W/CD-RM/DVD 13.3"	T	044	258264	08/09/07	1,499.00	W87245APYA2	3222			
08-00355	APPLE MACBOOK 1.83GHZ W/CD-RM/DVD 13.3"	T	044	258264	08/09/07	1,499.00	W87245E4YA2	3222			

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: LOCN: 3222					FIXED ASSETS LOCATION INVENTORY REPORT							
: PN1811												
BP#	NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D
12-04837	APPLE AIRBOOK 1.6GHZ - 11" DSWY - CART	T	044	305422	06/26/12	1,363.00	C02H0011DWMN	3222				
12-04838	APPLE AIRBOOK 1.6GHZ - 11" DSWY - CART	T	044	305423	06/26/12	1,363.00	C02H0009DWMN	3222				
12-04839	APPLE AIRBOOK 1.6GHZ - 11" DSWY - CART	T	044	305424	06/26/12	1,363.00	C02H0003DWMN	3222				
12-04840	APPLE AIRBOOK 1.6GHZ - 11" DSWY - CART	T	044	305425	06/26/12	1,363.00	C02H0008DWMN	3222				
13-00005	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308604	07/25/12	1,511.75	C1HVMH0DVT3	3222				
13-00006	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308605	07/25/12	1,511.75	C1HVMH0DVT3	3222				
13-00007	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308606	07/25/12	1,511.75	C1HVMH0DVT3	3222				
13-00008	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308607	07/25/12	1,511.75	C1HVMH0DVT3	3222				
13-00009	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308608	07/25/12	1,511.75	C1HVMH0DVT3	3222				
13-00011	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308620	07/25/12	1,511.75	C1HVMH0DVT3	3222				
13-00013	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308623	07/25/12	1,511.75	C1HVMH0DVT3	3222				
13-00015	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308625	07/25/12	1,511.75	C1HVMH0DVT3	3222				
13-00016	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308626	07/25/12	1,511.75	C1HVMH0DVT3	3222				
13-00018	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308628	07/25/12	1,511.75	C1HVMH0DVT3	3222				
13-01838	TELEVISION, FLAT SCREEN TOS65HNT2U 65"	T	060	333009	11/08/12	1,998.00	C28208T24683A2	3222				
13-02397	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T	044	342078	12/18/12	1,248.00	795HNP4	3222				
13-02398	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T	044	342079	12/18/12	1,248.00	795HNP4	3222				
13-02399	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T	044	34210	12/18/12	1,248.00	795HNP4	3222				
13-02400	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T	044	342171	12/18/12	1,248.00	795HNP4	3222				
13-02401	PRINTER, LEXMARK T652DN B/W DUPLEX LASER	T	044	342172	12/18/12	1,248.00	795HNP4	3222				
13-02403	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343485	12/21/12	1,511.00	C02JHNSDVT3	3222				
13-02404	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343486	12/21/12	1,511.00	C02JHNSDVT3	3222				
13-02405	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343497	12/21/12	1,511.00	C02JHNSDVT3	3222				
13-02406	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343498	12/21/12	1,511.00	C02JHNSDVT3	3222				
13-02407	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343499	12/21/12	1,511.00	C02JHNSDVT3	3222				
13-03324	Toshiba LCD TV 65 in INH TOS65HNT2U	T	060	356265	02/15/13	1,998.00	240R33C6C09322	3222				
13-03325	DELL PRECISION T5600 W/24" FLAT PANEL	T	044	356266	02/15/13	2,730.47	9XOV0N1	3222				
13-03660	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	363716	03/15/13	1,511.00	C02KX5JNDVT3	3222				
13-03661	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	363717	03/15/13	1,511.00	C02KX5JNDVT3	3222				
13-05115	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	363718	03/15/13	1,511.00	C02KX5JNDVT3	3222				
13-05116	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	384549	06/07/13	1,270.88	D25K700MDPNK	3222				
13-05117	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	384630	06/07/13	1,511.00	C02KX3JNDVT3	3222				
13-05118	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	384631	06/07/13	1,511.00	C02KX3JNDVT3	3222				
13-05244	PRINTER, LEXMARK C792E COLOR LASER	T	044	385317	06/11/13	3,067.00	C02KX3JNDVT3	3222				
13-05245	PRINTER, LEXMARK C792E COLOR LASER	T	044	385317	06/11/13	3,067.00	C02KX3JNDVT3	3222				
13-05414	MED BIN CART	T	083	386383	06/17/13	3,208.10	5062169472N8M	3222				
14-06358	TENNANT HEAVY DUTY FLOOR MACHINE	T	014	473253	06/12/14	1,205.10	96328	3222				
14-06361	BURNISHER, HI-SPEED ELECTRIC 20" TENANT	T	014	473254	06/12/14	1,386.45	90073310681290	3222				
							10685854	3222				



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Extra



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 : LOCN: 3222 FIXED ASSETS LOCATION INVENTORY REPORT  
 PIR111

BP1 NUM	ASSET DESCRIPTION	COND/CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STORER	P/O
-91-22517	CABINET, TRAY TOTE LARGE W/CASTERS #1544	G 001	719547	05/07/91	1,356.31	32220003	3222			
-93-23175	PIANO KAWAI UST-8 STUDIO MALINT DAMP CHA	G 040	061331	10/09/92	2,498.00	A7541	3222			
-93-23210	MACHINE GROUT DUEX 2BID-420	G 014	058389	09/23/92	2,253.00	5683	3222			
-94-11014	CABINET SHOP GENERAL LESS T00T #458705	G 016	097137	01/29/93	1,271.70	32220004	3222			
-96-12394	SCRUBBER, AUTOMATIC, MINUTECHAN MC1700-00	G 014	414444	09/13/96	2,029.68	7960092	3222			
-96-18466	PRINTER, POSTER PRO LX MAC	G 021	488997	08/08/97	1,339.80	04220006	3222			
-97-23956	TORSO DELUXE TEACHING	G 016	495644	09/10/97	1,385.00	04220007	3222			
-97-28839	TORSO, OPEN BACK W/VERTERBRAE BIO MDL	G 016	505036	10/24/97	4,410.00	NONE	3222			
-97-55020	CABINET, MMBAK W/TOOLS	G 016	505036	10/24/97	1,382.40	NONE	3222			
-97-55022	BENCH, WORK FOUR STUDENT	G 016	505036	10/24/97	1,382.40	NONE	3222			
-97-55023	BENCH, WORK FOUR STUDENT	G 016	505036	10/24/97	1,382.40	NONE	3222			
-97-55024	BENCH, WORK FOUR STUDENT	G 016	505036	10/24/97	1,382.40	NONE	3222			
-97-55025	BENCH, WORK FOUR STUDENT	G 016	505036	10/24/97	1,382.40	NONE	3222			
-97-55026	BENCH, WORK FOUR STUDENT	G 016	505036	10/24/97	1,382.40	NONE	3222			
-97-55865	PIANO, UPRIGHT STUDIO YAMAHA	G 040	513185	11/26/97	2,965.00	T219378	3222			
-97-90151	CABINET W/TOOLS, HMT-84G2	G 016	518480	12/17/97	5,123.00	NONE	3222			
-97-91996	CABINET W/TOOLS	G 016	536308	03/11/98	6,719.00	NONE	3222			
-98-11899	MACHINE ARM CURL, 44"X166"H, 410LB SU75	G 020	577356	07/28/98	2,195.00	014931	3222			
-99-14988	TELEVISION, STEREO COLOR 35"	G 060	666561	08/16/99	1,805.00	9066356	3222			
-99-80010	MACHINE SEWING, 9000 MEMORY CRAFT	G 015	626488	03/04/99	1,669.00	830151887	3222			
-A01-81298	CAMCORDER, SONY DIGITAL VIDEO	T 011	NE-3	10/25/00	2,195.00	04220011	3222			
-A08-83619	ACTIVEEXPRESSIONS 32 PIECE SET	T 013	NE-3	05/09/08	2,577.57	04220015	3222			
-A12-81232	CART, BRETFORD IPAD POWERSYNC	T 013	NE-3	07/01/97	1,599.00	111036176	3222			
-A98-90716	MIXER, HOEART INDUSTRIAL	T 044	066638	07/31/03	1,208.00	9912K8T	3222			
-R04-02577	PRINTER, LEXMARK T630N	T 044	PC-3	10/08/13	1,399.95	32220001	3222			
-R07-28408	BRETFORD CART FOR 20 NOTEBOOK	T 044	346630	12/08/14	1,406.00	A100222G	3222			
-R14-80120	LEXMARK MFP PRINTER	T 046	529317	03/13/15	1,850.00	141225IK0178740	3222			
-R15-80147	LAMINATOR 27" ROLL HEAT SEALED	T 004	607850	05/20/16	1,421.52	NONE	3222			
-R15-80275	FELLOWES CROSS CUT SHREDDER	T 001	607850	05/20/16	1,155.31	NONE	3222			
-R16-80133	EXECUTIVE DESK	T 001	607850	05/20/16	1,155.31	NONE	3222			
-R16-80134	CREDENZA	T 001	582115	12/02/15	379.00	DMPOLR7FKR10	3222			
-S16028293	IPAD AIR WIFI 16GB - SPACE GRAY	T 044	582117	12/02/15	299.00	E9FOLSVZFCM6	3222			
-S16028294	IPAD MINI W/RETTINA DISPLAY 32GB - GRAY	T 044	582328	12/02/15	1,290.00	MJ0369T4	3222			
-S16029503	LENOVO THINKCENTRE M93Z TOUCH 23	T 044	591992	01/20/16	1,060.00	C02Q0T7X3GFWM	3222			
-S16038340	MACBOOK AIR 11" 16 GHZ	T 044	591992	01/20/16	1,060.00	C02Q0T7V9GFWM	3222			
-S16038341	MACBOOK AIR 11" 16 GHZ	T 044	591992	01/20/16	1,060.00	C02Q0T7V9GFWM	3222			
-S16038342	MACBOOK AIR 11" 16 GHZ	T 044	591992	01/20/16	1,060.00	C02Q0T7V9GFWM	3222			
-S16038343	MACBOOK AIR 11" 16 GHZ	T 044	591992	01/20/16	1,060.00	C02Q0T7V9GFWM	3222			
-S16038344	MACBOOK AIR 11" 16 GHZ	T 044	591992	01/20/16	1,060.00	C02Q0T7V9GFWM	3222			

: FPC811 05/15/17 9:41		T H E S C H O O L B O A R D O F B R O W A R D C O U N T Y		PAGE 8							
: LOCN: 3222		FIXED ASSETS LOCATION INVENTORY REPORT		P1811							
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D
--S16038345	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7W7GFWM	SMRT	3222		
--S16038346	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7V8GFWM	SMRT	3222		
--S16038347	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038348	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038349	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038350	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038351	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038352	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038353	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038354	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038355	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038356	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038357	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038358	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038359	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038360	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038361	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038362	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038363	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038364	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038365	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038366	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038367	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038368	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038369	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038370	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038371	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16038372	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/16	1,060.00	CO2Q7Y8GFWM	SMRT	3222		
--S16039060	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161922	SMRT	3222		
--S16039061	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161674	SMRT	3222		
--S16039062	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161516	SMRT	3222		
--S16039063	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161468	SMRT	3222		
--S16039064	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301511133410	SMRT	3222		
--S16039065	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301511133440	SMRT	3222		
--S16039066	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161463	SMRT	3222		
--S16039067	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161563	SMRT	3222		
--S16039068	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161432	SMRT	3222		
--S16039069	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301511111115	SMRT	3222		
--S16039070	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301511133529	SMRT	3222		
--S16039071	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301511133854	SMRT	3222		

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		THE SCHOOL BOARD OF BROWARD COUNTY		PAGE 9							
		FIXED ASSETS LOCATION INVENTORY REPORT									
: LOCN: 3222		PN1811									
: BPT NUM   ASSET DESCRIPTION											
		COND	CLS	VOUCHER	ACO DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D
S16059072	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161312	SMRT	3222		
S16059073	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161373	SMRT	3222		
S16059074	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161381	SMRT	3222		
S16059075	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	230151133345	SMRT	3222		
S16059076	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	230151133865	SMRT	3222		
S16059077	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	230151133847	SMRT	3222		
S16059078	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	230151133379	SMRT	3222		
S16059079	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161547	SMRT	3222		
S16059080	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161596	SMRT	3222		
S16059081	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	230151133447	SMRT	3222		
S16059082	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	230151133720	SMRT	3222		
S16059083	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	230151111646	SMRT	3222		
S16059084	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161699	SMRT	3222		
S16059085	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161606	SMRT	3222		
S16059086	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161504	SMRT	3222		
S16059087	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161566	SMRT	3222		
S16059088	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161892	SMRT	3222		
S16059090	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161529	SMRT	3222		
S16059091	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/16	566.17	2301512161702	SMRT	3222		
05LA00170	APPLE Refresh Server	T	044	002005	07/22/05	3,021.23	QPS32076SLZ				
05LA03035	APPLE REFRESH RATIO SERVER	T	044	002005	07/22/05	3,970.32	QPS320C9RS4				
05LA03941	Lexmark Refresh Printer-T640n	T	044	002005	06/17/05	1,099.66	7901K30				
05LA03942	Lexmark Refresh Printer-T640n	T	044	002005	06/17/05	1,099.66	7901K05				
05LA03943	Lexmark Refresh Printer-T640n	T	044	002005	06/17/05	1,099.66	7901HRH				
05LA03944	Lexmark Refresh Printer-T640n	T	044	002005	06/17/05	1,099.66	7901K32				
05LA03945	Lexmark Refresh Printer-T640n	T	044	002005	06/17/05	1,099.66	7902159				
05LA03946	Lexmark Refresh Printer-T640n	T	044	002005	06/17/05	1,099.66	7902155				
05LA03947	Lexmark Refresh Printer-T640n	T	044	002005	06/17/05	1,099.66	7902156				
05LA03948	Lexmark Refresh Printer-T640n	T	044	002005	06/17/05	1,099.66	7902132				
05LA03949	Lexmark Refresh Printer-T640n	T	044	002005	06/17/05	1,099.66	79022HK				
08LA03327	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/08	2,769.81	W081298A0P1				
08LA03328	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/08	2,769.81	W081298A0P1				
08LA03329	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/08	2,769.81	W081298A0P1				
08LA03331	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/08	2,769.81	W081298A0P1				
08LA03333	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/08	2,769.81	W081298A0P1				
08LA03335	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/08	2,769.81	W081298A0P1				



Attachment 6

**UPDATED PROPERTY AND INVENTORY REPORT**

**MAY 22, 2017**

**ALL ITEMS REMOVED BY CAPITAL ASSETS**

[Download](#) [Show email](#)

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OptiSpool Print

<https://webapp.browardschools.com/optispool/ospoolprint/OS>

05/18/17

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

PAGE 1

PROP NEW RECORDS REPORT

PN1954A

LOCATION: 3222

BRI NUMBER	DESCRIPTION	TOTAL COST	VOUCHER	CLASS	STOLEN DATE	SERIAL NUMBER	LOCATION PROJECT	OLD LOC
17-02362	HEATED HOLDING & HUMIDIFIED CABIN	4,319.96	664681	013		175192901	3222	
17-02373	Refurb Life Fitness 95t Treadmill	1,750.00	665738	020		NONE	3222	
17-02387	GOLF CART	5,250.00	665736	019		3054492	3222	
17-02538	LENOVO P310 DESKTOP	1,153.00	665660	044		V340047GL	3222	
LOCATION TOTAL		12,472.96						

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FPCL1		05/22/17 14:15		THE SCHOOL BOARD OF BROWARD COUNTY		FIXED ASSETS LOCATION INVENTORY REPORT		PAGE 2			
LOCN:		3222		PNR111							
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D
08-00361	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	T	044	258264	08/09/07	1,499.00	W87245F0YA2	3222			
08-00362	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	T	044	258264	08/09/07	1,499.00	W87245F0YA2	3222			
08-04595	DELL DESKTOP W5390 W/20"FLAT PANEL/DVD+/	T	044	005398	10/24/07	1,748.00	89B1RD1	3222			
08-05063	APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3"	T	044	274342	10/29/07	1,499.00	W87329PL25V	3222			
08-08733	32 ACTIVOTE 2.46GZ	T	011	013458	05/02/08	2,702.00	32220008	3222			
08-09610	DELL W53400 W/20" FLAT PANEL	T	044	023389	06/27/08	1,506.00	JH1Q6G1	3222			
08-11117	WHITEBOARD, INTERACTIVE SMART BOARD SB68	T	011	021332	06/11/08	1,002.00	SB680R2394729	3222			
08-11120	WHITEBOARD, INTERACTIVE SMART BOARD SB68	T	011	021331	06/11/08	1,002.00	SB680R2A69847	3222			
08-11895	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	T	044	015447	05/15/08	1,505.00	W88152SG0P0	3222			
08-11898	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	T	044	015447	05/15/08	1,505.00	W88152RJ0P0	3222			
08-11899	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	T	044	015447	05/15/08	1,505.00	W88152U10P0	3222			
08-13165	ACTIVEXPRESSION 32	T	011	017126	05/22/08	2,195.00	32220007	3222			
09-04741	APPLE MACBOOK PRO 2.5GHZ 17" DISPLAY	T	044	040319	09/22/08	3,299.00	W8837045YP3	3222			
10-01917	APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY	T	044	106082	09/25/09	2,729.00	W89341RU8YA	G400 3222			
10-01924	APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY	T	044	106089	09/25/09	2,729.00	W89341QN8YA	G400 3222			
10-01990	PRINTER, LEXMARK T652DN B/W DUPLICATION ADMIN	T	044	114113	10/30/09	1,423.50	793N3BM	G400 3222			
10-03740	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	138867	03/10/10	1,169.00	C0912220080	G400 3222			
10-03741	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	138868	03/10/10	1,169.00	C0912220079	G400 3222			
10-03742	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	138869	03/10/10	1,169.00	C0912220078	G400 3222			
10-03743	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	138890	03/10/10	1,169.00	C0912220077	G400 3222			
10-03744	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	138892	03/10/10	1,169.00	C0912220076	G400 3222			
10-04126	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	142331	03/25/10	1,553.00	W801014M66H	G400 3222			
10-04131	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	137681	03/04/10	1,169.00	C0911120513	G400 3222			
10-04132	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	137681	03/04/10	1,169.00	C0911120515	G400 3222			
10-04133	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	137681	03/04/10	1,169.00	C0911120515	G400 3222			
10-05477	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155146	06/01/10	1,553.00	WQ017P7XATM	3222			
10-05482	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155173	06/01/10	1,553.00	WQ017P8EATM	3222			
10-05484	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155176	06/01/10	1,553.00	WQ017P9NATM	3222			
10-05487	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155179	06/01/10	1,553.00	W80172XNATM	3222			
10-06670	Heartstart FRX Defibrillator	T	083	157784	06/29/10	1,310.86	B10P00530	3222			
11-00166	PRESSURE PRO EAGLE SERIES E4040HC	T	014	166934	08/27/10	1,033.33	1007016	3222			
11-00758	AB378PUS ACTIVBOARD 378PRO 78" ACTIVEBOA	T	011	174059	09/29/10	1,169.00	C1006210003	G400 3222			
11-01355	LEXMARK T652DN B/W DUPLICATION LASER PRINTER	T	044	181041	10/29/10	1,248.00	794CTF1	3222			
11-01356	LEXMARK T652DN B/W DUPLICATION LASER PRINTER	T	044	181042	10/29/10	1,248.00	794CTD9	3222			
11-01357	LEXMARK T652DN B/W DUPLICATION LASER PRINTER	T	044	181043	10/29/10	1,248.00	794CT90	3222			
11-01358	LEXMARK T652DN B/W DUPLICATION LASER PRINTER	T	044	181044	10/29/10	1,248.00	794CTBN	3222			
11-01361	LAPTOP, APPLE MACBOOK	T	044	180976	10/29/10	1,320.55	4503704FFYN	3222			
11-01362	LAPTOP, APPLE MACBOOK	T	044	180977	10/29/10	1,320.55	450410BJFYN	3222			
11-02238	PRINTER, LEXMARK T652DN B/W DUPLICATION LASER	T	044	196874	01/31/11	1,248.00	794X9N7	3222			
11-02239	PRINTER, LEXMARK T652DN B/W DUPLICATION LASER	T	044	196875	01/31/11	1,248.00	794X9V2	3222			



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FPCB11 05/22/17 14:15		THE SCHOOL BOARD OF BROWARD COUNTY		PAGE 4							
: LOCN: 3222		FIXED ASSETS LOCATION INVENTORY REPORT		PN1811							
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D
12-04837	APPLE AIRBOOK 1.6GHZ - 11" DSWY - CART	T	044	305422	06/26/12	1,363.00	C02HQ011DNMM	3222			
12-04838	APPLE AIRBOOK 1.6GHZ - 11" DSWY - CART	T	044	305423	06/26/12	1,363.00	C02HQ009DNMM	3222			
12-04839	APPLE AIRBOOK 1.6GHZ - 11" DSWY - CART	T	044	305424	06/26/12	1,363.00	C02HQ003DNMM	3222			
12-04840	APPLE AIRBOOK 1.6GHZ - 11" DSWY - CART	T	044	305425	06/26/12	1,363.00	C02HQ008DNMM	3222			
13-00005	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308604	07/25/12	1,511.75	C1NHVMHDDTY3	3222			
13-00006	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308605	07/25/12	1,511.75	C1NHVMADDTY3	3222			
13-00007	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308606	07/25/12	1,511.75	C1NHVMBDDTY3	3222			
13-00008	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308607	07/25/12	1,511.75	C1NHVMSDDTY3	3222			
13-00009	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308608	07/25/12	1,511.75	C1NHVMSDDTY3	3222			
13-00011	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308620	07/25/12	1,511.75	C1NHVMSDDTY3	3222			
13-00013	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308623	07/25/12	1,511.75	C1NHVMSDDTY3	3222			
13-00015	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308625	07/25/12	1,511.75	C1NHVMSDDTY3	3222			
13-00016	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308626	07/25/12	1,511.75	C1NHVMSDDTY3	3222			
13-00018	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	308628	07/25/12	1,511.75	C1NHVMSDDTY3	3222			
13-01838	TELEVISION, FLAT SCREEN TOS65HTW2U 65"	T	060	333009	11/08/12	1,998.00	C28208RT4683A2	3222			
13-02397	PRINTER, LEXMARK T652DN B/W DUPELEX LASER	T	044	342078	12/18/12	1,248.00	795HNPN	3222			
13-02398	PRINTER, LEXMARK T652DN B/W DUPELEX LASER	T	044	342079	12/18/12	1,248.00	795HNPN	3222			
13-02399	PRINTER, LEXMARK T652DN B/W DUPELEX LASER	T	044	342107	12/18/12	1,248.00	795HNPN	3222			
13-02400	PRINTER, LEXMARK T652DN B/W DUPELEX LASER	T	044	342171	12/18/12	1,248.00	795HNPN	3222			
13-02401	PRINTER, LEXMARK T652DN B/W DUPELEX LASER	T	044	342172	12/18/12	1,248.00	795HNPN	3222			
13-02402	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343495	12/21/12	1,511.00	C02JHMSDDTY3	3222			
13-02403	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343496	12/21/12	1,511.00	C02JHMSDDTY3	3222			
13-02404	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343497	12/21/12	1,511.00	C02JHMSDDTY3	3222			
13-02405	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343498	12/21/12	1,511.00	C02JHMSDDTY3	3222			
13-02406	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343499	12/21/12	1,511.00	C02JHMSDDTY3	3222			
13-02407	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	343500	12/21/12	1,511.00	C02JHMSDDTY3	3222			
13-03324	Toshiba LCD TV 65 in INM TOS65HTW2U	T	060	356265	02/15/13	1,998.00	240R3C3CC09322	3222			
13-03325	DELL PRECISION T5600 W/24" FLAT PANEL	T	044	356266	02/15/13	2,730.47	9X0QVQ1	3222			
13-03660	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	363716	03/15/13	1,511.00	C02KX5JNDTY3	3222			
13-03661	APPLE MACBOOK PRO 13" 2.5GHZ 13" DISPLY	T	044	363717	03/15/13	1,511.00	C02KX5JNDTY3	3222			
13-03662	APPLE IMAC INTEL W/21.5" UPGRADED LED	T	044	363718	03/15/13	1,270.88	D25K7J0MDPNK	3222			
13-05135	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY	T	044	384594	06/07/13	1,511.00	C02K3JYDPTY3	3222			
13-05136	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY	T	044	384630	06/07/13	1,511.00	C02K3JYDPTY3	3222			
13-05137	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY	T	044	384631	06/07/13	1,511.00	C02K3JYDPTY3	3222			
13-05138	APPLE MACBOOK PRO 13" 25GHZ 13" DISPLY	T	044	384639	06/07/13	1,511.00	C02K3JYDPTY3	3222			
13-05244	PRINTER, LEXMARK C792E COLOR LASER	T	044	385318	06/11/13	3,067.00	5062169472N8V	3222			
13-05245	PRINTER, LEXMARK C792E COLOR LASER	T	044	385317	06/11/13	3,067.00	5062169472N8V	3222			
13-05414	MED BIN CART	T	083	385317	06/11/13	3,808.00	196328	3222			
14-06358	TENNANT HEAVY DUTY FLOOR MACHINE	T	014	473253	06/12/14	1,205.10	90073310681290	3222			
14-06361	BURNISHER, HI-SPEED ELECTRIC 20" TENANT	T	014	473254	06/12/14	1,386.45	10605854	3222			

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THE SCHOOL BOARD OF BROWARD COUNTY													PAGE 6
FIXED ASSETS LOCATION INVENTORY REPORT													
PNR811													
: LOCN: 3222													
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D		
15-00833	MOBILE FOLDING TABLE, 60" ROUND WITH BENC	T	035	483051	08/19/14	1,265.96	NONE	3222					
15-00834	MOBILE FOLDING TABLE, 60" ROUND WITH BENC	T	035	483051	08/19/14	1,265.96	NONE	3222					
15-00835	MOBILE FOLDING TABLE, 60" ROUND WITH BENC	T	035	483051	08/19/14	1,265.96	NONE	3222					
15-00836	MOBILE FOLDING TABLE, 60" ROUND WITH BENC	T	035	483051	08/19/14	1,265.96	NONE	3222					
15-00837	MOBILE FOLDING TABLE, 60" ROUND WITH BENC	T	035	483051	08/19/14	1,265.96	NONE	3222					
15-02257	LAPTOP CART - EARTH WALK CART 30 USER	T	044	500161	10/10/14	1,339.00	51212	3222					
15-02258	LAPTOP CART - EARTH WALK CART 30 USER	T	044	500161	10/10/14	1,339.00	40842	3222					
15-02636	PRINTER, LEKMARK NX710DE B/W LASER/FAX/C	T	044	505939	11/04/14	3,096.00	7463479905D40	3222					
15-04239	LAPTOP CART - EARTH WALK CART 30 USER	T	044	531274	03/24/15	1,339.00	52226	3222					
15-04711	KILIN, ELECTRIC	T	010	544940	05/22/15	2,240.35	7983	3222					
15-05966	MACHOOK PRO DISPLAY	T	044	551259	06/25/15	1,399.00	C02PV61FVH5	3222					
15-05975	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5TFVH3	3222					
15-05976	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05977	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05978	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05979	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05980	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05981	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05982	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05983	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05984	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05985	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05986	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05987	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05988	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05989	MACHOOK PRO 13"	T	044	551350	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05990	MACHOOK PRO 13"	T	044	551351	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05991	MACHOOK PRO 13"	T	044	551354	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05992	MACHOOK PRO 13"	T	044	551354	06/25/15	1,329.00	C02PV5SUFVH3	3222					
15-05993	MACHOOK PRO 13"	T	044	551354	06/25/15	1,329.00	C02PV5SUFVH3	3222					
16-00668	EXECUTIVE 1, SHARED DESK	T	035	558315	08/25/15	1,809.00	NONE	3222					
16-01980	ZEBRA SERIES 3 PRINTER	T	046	583987	12/11/15	1,595.00	CL65017536	3222					
16-02920	RECORDEX SIMPLICITYTOUCH 70 HD PANEL	T	011	603159	03/16/16	5,188.00	ST-700-006136	3222					
16-03145	SERVER, POWEREDGE R220	T	044	605358	03/30/16	1,628.93	B7GT382	3222					
17-01990	IPTV CONNECT V2	T	044	658693	03/14/17	2,828.32	IDN53	3222					
17-01991	ZEUS IPTV ENCODER SDI, HDNI, SDI INPUT	T	044	658694	03/14/17	2,515.50	50000101165210001	3222					
17-02215	SERVER, POWEREDGE R330	T	044	660391	03/24/17	3,530.00	JG8MXG2	3222					
17-02362	HEATED HOLDING & HUMIDIFIED CABINET DUTC	T	013	664681	04/19/17	4,319.96	175192901	3222					
17-02373	Reufub Life Fitness 95d Treadmill	T	020	665738	04/28/17	1,750.00	NONE	3222					
17-02387	GOLF CART	T	019	665736	04/28/17	5,250.00	3054492	3222					

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FPC811 05/22/17 14:15 THE SCHOOL BOARD OF BROWARD COUNTY PAGE 10											
FIXED ASSETS LOCATION INVENTORY REPORT											
PN1811											
LOCN:	3222										
BPI NUM	ASSET DESCRIPTION	COND	CLS	VOUCHER	ACQ DATE	COST	SERIAL NUMBER	LOCN	PROJ	STOLEN	P/D
081A03336	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/08	2,769.81	W08128Y70P1	3222			

**PROPERTY AND INVENTORY AUDIT  
CONDUCTED ON MARCH 8, 2017**

**COPY OF EMAILS BETWEEN  
COLLEEN STEARN, PRINCIPAL  
AND  
ALI ARCESE, MANAGER,  
PROPERTY & INVENTORY AUDITS**



5/30/2017

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

H

# RE: Cross Creek 3222: Audit Response re: MacBook 15-05980

Ali Arcese

Thu 5/25/2017 3:24 PM

To: Colleen A. Stearn <colleen.stearn@browardschools.com>.

Importance: High

Can you forward the documents you provided Capital Assets? Any documentation located should have been forwarded to our department.

Ali Arcese

Manager, Property & Inventory Audits

Office of the Chief Auditor

Phone: 754-321-2411

Fax: 754-321-2719

From: Colleen A. Stearn

Sent: Thursday, May 25, 2017 3:17 PM

To: Ali Arcese <ali.arcese@browardschools.com>

Cc: Sally W. Judd <sally.judd@browardschools.com>; Alvaro Pion <alvaro.pion@browardschools.com>; Elsa P. Varipapa <elsa.varipapa@browardschools.com>; Jonathan Tolentino <jonathan.tolentino@browardschools.com>

Subject: Re: Cross Creek 3222: Audit Response re: MacBook 15-05980

Yes, our updated PNI shows all items removed other than the table and the lap top which we sent the memo for. Please let me know if you need any additional information.

Thank you.

Colleen Stearn

Principal

Cross Creek School

754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela

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From: Ali Arcese

Sent: Thursday, May 25, 2017 8:15 AM

To: Colleen A. Stearn

Cc: Sally W. Judd; Alvaro Pion; Elsa P. Varipapa; Jonathan Tolentino

Subject: RE: Cross Creek 3222: Audit Response re: MacBook 15-05980

Good morning Colleen,

Any new updates? Please advise. Thank you.

5/30/2017

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

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

H

**From:** Colleen A. Stearn  
**Sent:** Thursday, May 4, 2017 11:58 AM  
**To:** Ali Arcese <ali.arcese@browardschools.com>  
**Cc:** Sally W. Judd <sally.judd@browardschools.com>; Alvaro Pion <alvaro.pion@browardschools.com>; Elsa P. Varipapa <elsa.varipapa@browardschools.com>; Jonathan Tolentino <jonathan.tolentino@browardschools.com>  
**Subject:** Re: Cross Creek 3222: Audit Response re: MacBook 15-05980

Hi Ali,

I was able to get access to her CAB, but did not find pertinent documents. I have not obtained access to her outlook.

Flavia, then contacted me and suggested I get copies of paperwork directly from B Stock as she was confident the items were accounted for.

Thanks for your assistance.

Colleen Stearn  
Principal  
Cross Creek School  
754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela

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**From:** Ali Arcese  
**Sent:** Thursday, May 4, 2017 8:20:58 AM  
**To:** Colleen A. Stearn  
**Cc:** Sally W. Judd; Alvaro Pion; Elsa P. Varipapa; Jonathan Tolentino  
**Subject:** RE: Cross Creek 3222: Audit Response re: MacBook 15-05980

Good morning Colleen,

The last time we spoke, you were trying to gain access to Flavia's email. Did you find what you were looking for? Please advise. Thank you.

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

**From:** Elsa P. Varipapa  
**Sent:** Friday, April 28, 2017 2:55 PM

<https://outlook.office365.com/owa/?viewmodel=ReadMessageItem&ItemID=AAMkAGI5ZjBkYWVWRjLTETZTYINGM4ZC04M2Fkl.TgyYzAyMjZjYzZmMwBGAAA...> 2/3

5/30/2017

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

H

**To:** Ali Arcese <[ali.arcese@browardschools.com](mailto:ali.arcese@browardschools.com)>; Jonathan Tolentino <[jonathan.tolentino@browardschools.com](mailto:jonathan.tolentino@browardschools.com)>  
**Cc:** Colleen A. Stearn <[colleen.stearn@browardschools.com](mailto:colleen.stearn@browardschools.com)>; Sally W. Judd <[sally.judd@browardschools.com](mailto:sally.judd@browardschools.com)>; Alvaro Pion <[alvaro.pion@browardschools.com](mailto: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](mailto:elsa.varipapa@browardschools.com)

[crosscreek.browardschools.com](http://crosscreek.browardschools.com)



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

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](mailto:Lexmark_MFP@browardschools.com)>

**Sent:** Friday, April 28, 2017 3:00 PM

**To:** Elsa P. Varipapa

**Subject:** Scan from Ofce Mgr.



**PROPERTY AND INVENTORY AUDIT  
CONDUCTED ON MARCH 8, 2017**

**NEW RECORDS REPORT  
PNI  
MAY 26, 2017**

**SHOWS ITEMS THAT WERE ADDED  
BACK ON TO CROSS CREEK'S INVENTORY.**

05/26/17

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
PROP NEW RECORDS REPORT  
PN1954A  
LOCATION: 3222

  
PAGE 1

BPI NUMBER	DESCRIPTION	TOTAL COST	VOUCHER	CLASS	STOLEN DATE	SERIAL NUMBER	LOCATION	PROJECT	OLD LOC
01-10182	COMPUTER,MAC IMAC	1,195.86	793330	044		XA03902QJVB	3222		
01-19835	COMPUTER,MAC IMAC	1,583.86	840128	044		RH1120XKLB	3222		
03-00557	COMPTER, MAC EMAC G4	1,523.00	970954	044		G8224E1TH54	3222		
03-00564	COMPTER, MAC EMAC G4	1,523.00	970954	044		G8224E0SH54	3222		
03-00573	APPLE DESKTOP, EMAC G4 W/17"FLAT	1,523.00	970954	044		G8224E3XN54	3222		
03-00574	COMPTER, MAC EMAC G4	1,523.00	970954	044		G8224DXWH54	3222		
04-00181	APPLE DESKTOP, EMAC G4	1,100.30	062755	044		G83260JLPQL	3222		
04-00182	APPLE DESKTOP, EMAC G4	1,100.30	062755	044		G83260KPPQL	3222		
04-00183	APPLE DESKTOP, EMAC G4	1,100.30	062755	044		G83260LCPQL	3222		
04-00189	APPLE DESKTOP, EMAC G4	1,100.30	062755	044		G83260JPPQL	3222		
04-00200	APPLE DESKTOP, EMAC G4	1,100.30	062755	044		G83257SRPQL	3222		
04-01214	APPLE DESKTOP, EMAC G4	1,390.00	063408	044		YM316UN1HM2	3222		
05-30947	APPLE, IBOOK G4 COMBO DRIVE/12"DIS	1,239.00	168816	044		UV435JQRAP	3222		
05-30951	APPLE, IBOOK G4 COMBO DRIVE/12"DIS	1,239.00	168816	044		UV435JLQRAF	3222		
05-36202	DELL DESKTOP PENTIUM 4 W/17" FLAT	1,318.00	010199	044		1TVFV51	3222		
05-39638	DELL, DESKTOP, P4 WS370 W/17" FLA	1,651.00	020981	044		688PTF1	3222		
06-84195	COMPUTER, DELL STAR SYSTEM	2,863.30	PC-3	044		8L4WK91	3222		
98-09180	PRINTER, LEXMARK OPTRA S 1250	1,555.50	572642	044		11-F2967	3222		
05LA03836	APPLE-REFRESH LAPTOP	1,395.62	002005	044		4H531G4HSEB	3222		
05LA03844	APPLE-REFRESH LAPTOP	1,395.62	002005	044		4H531GZ5SEB	3222		
05LA03846	APPLE-REFRESH LAPTOP	1,395.62	002005	044		4H531HV4SEB	3222		
05LA03847	APPLE-REFRESH LAPTOP	1,395.62	002005	044		4H531J7JSEB	3222		
05LA03857	APPLE-REFRESH LAPTOP	1,395.62	002005	044		4H5326Q7SEB	3222		
05LA22943	APPLE-REFRESH LAPTOP	1,395.62	002005	044		4H5329HYSEB	3222		
05LA22948	APPLE-REFRESH LAPTOP	1,395.62	002005	044		4H5356K0SEB	3222		
LOCATION TOTAL		35,398.36							

Equipment Number	Description	Condition	Class	Voucher Number	Acquire Date	Amount	Serial Number	Location	Stolen Switch	Project
01-01875	TABLE, ROUND 60 INCH	T	035	754381	07/28/2000	1,563.22	NONE	3222		
01-10182	COMPUTER, MAC IMAC	T	044	793330	10/31/2000	1,195.86	XA03902QJVB	3222		
01-19652	PROJECTOR, LCD EPSON	G	056	839171	04/05/2001	3,381.89	B9Z0021040C	3222		
01-19835	COMPUTER, MAC IMAC	T	044	840128	04/30/2001	1,583.86	RN1120XZKLB	3222		
02-82780	COMPUTER, DELL WS 330	T	044	971428	06/30/2002	1,879.00	3HP2L11	F202		3222
03-00557	COMPUTER, MAC EMAC G4	T	044	970954	07/18/2002	1,523.00	G8224E1TN54	3222		
03-00564	COMPUTER, MAC EMAC G4	T	044	970954	07/18/2002	1,523.00	G8224E05N54	3222		
03-00573	APPLE DESKTOP, EMAC G4 W/17" FLAT CRT/CD	T	044	970954	07/18/2002	1,523.00	G8224E3XN54	3222		
03-00574	COMPUTER, MAC EMAC G4	T	044	970954	07/18/2002	1,523.00	G8224DXWN54	3222		
03-20890	PROJECTOR ULTRAPORTABLE HIGHEND EPSON	T	056	049564	05/14/2003	2,421.00	EE20340Z62C	3222		
03-21595	PRINTER LEXMARK T630N	T	044	057611	06/17/2003	1,208.00	9911FPZ	3222		
03-21596	PRINTER LEXMARK T630N	T	044	057611	06/17/2003	1,208.00	9911FR6	3222		
04-00181	APPLE DESKTOP, EMAC G4	T	044	062755	07/23/2003	1,100.30	G83260JLPOL	3222		
04-00182	APPLE DESKTOP, EMAC G4	T	044	062755	07/23/2003	1,100.30	G83260KPPOL	3222		
04-00183	APPLE DESKTOP, EMAC G4	T	044	062755	07/23/2003	1,100.30	G83260LCPOL	3222		
04-00189	APPLE DESKTOP, EMAC G4	T	044	062755	07/23/2003	1,100.30	G83260JPPOL	3222		
04-00200	APPLE DESKTOP, EMAC G4	T	044	062755	07/23/2003	1,100.30	G832575RPL	3222		
04-00205	PRINTER, LEXMARK T630N	T	044	063268	07/22/2003	1,208.00	9913B6N	3222		
04-00206	PRINTER, LEXMARK T630N	T	044	063268	07/22/2003	1,208.00	9913B74	3222		
04-01214	APPLE DESKTOP, EMAC G4	T	044	063408	07/23/2003	1,390.00	YM316UN1M2	3222		
04-14913	CART, GOLF MODEL SHUTTLE EZGO	T	019	120288	03/01/2004	4,763.32	2181907	3222		
04-81054	PROTRAINER 5 W/7 STK GYM	T	020	072432	09/10/2003	4,295.00	32220005	3222		
05-30947	APPLE, IBOOK G4 COMBO DRIVE/12" DISPLAY	T	044	168816	10/04/2004	1,239.00	UV4353QRRAP	3222		
05-30951	APPLE, IBOOK G4 COMBO DRIVE/12" DISPLAY	T	044	168816	10/04/2004	1,239.00	UV4353LQRRAP	3222		
05-36202	DELL DESKTOP PENTIUM 4 W/17" FLAT PANEL	T	044	010199	11/08/2004	1,318.00	1TVFV51	3222		
05-37482	PRINTER, LEXMARK T630N B/W LASER	T	044	011626	11/09/2004	1,208.00	99216P7	3222		
05-39021	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/2004	1,028.00	NONE	3222		
05-39022	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/2004	1,028.00	NONE	3222		
05-39023	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/2004	1,028.00	NONE	3222		
05-39024	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/2004	1,028.00	NONE	3222		
05-39025	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/2004	1,028.00	NONE	3222		
05-39026	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/2004	1,028.00	NONE	3222		
05-39027	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/2004	1,028.00	NONE	3222		
05-39028	TABLES, MOBILE FOLDING W/ATTACHED BENCHE	T	035	016984	12/13/2004	1,028.00	NONE	3222		
05-39638	DELL, DESKTOP, P4 WS370 W/17" FLAT PANEL	T	044	020981	01/04/2005	1,651.00	688PTF1	3222		
05-40319	PRINTER, LEXMARK T630N B/W LASER	T	044	023412	01/14/2005	1,205.00	99247TT	3222		
05-40320	PRINTER, LEXMARK T630N B/W LASER	T	044	023412	01/14/2005	1,205.00	9925TMIN	3222		
05-46311	APPLE IBOOK G4W/CD-RW/DVD/14.1" DISPLAY/8	T	044	034023	02/25/2005	1,721.50	UV44900C5D0	3222		
05-47028	HHP IMAGE TEAM 3875 SCANNER KIT	T	046	036421	03/01/2005	1,365.00	X5303724	3222		
05-51520	PROACTIV 78, BOARD	T	011	069518	04/28/2005	1,793.30	5058481069	3222		
05-53749	TELECONFERENCE SYSTEMS DISTANCE LEARNING	T	046	077515	06/02/2005	13,400.00	30A88833/406KT010003	3222		
05-56110	IBM SERVER X236, INTEL XEON 2.8 GHZ	T	044	089293	07/18/2005	12,048.17	KPLV302	3222		
05-81774	SYSTEM, TIME KRONOS	T	046	002849	10/26/2004	2,197.00	R0048476	3222		

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06-05709	DELL LAPTOP, D810 W/DVD-RW/15.4" DISPLA	T	044	110790	10/19/2005	2,238.00	GFKDB81	3222
06-84195	COMPUTER, DELL STAR SYSTEM	T	044	PC-3	08/11/2005	2,863.30	8L4WK91	3222
07-03889	DOWNDRAFT TABLE-RUBBER 34"H	T	016	197693	10/19/2006	1,619.10	66403501	3222
07-05395	CLUB CARDIO TRAINING	T	020	205490	11/22/2006	4,031.32	1764700	3222
07-10126	PRINTER, LEXMARK C772N COLOR LASER	T	044	227681	02/22/2007	3,067.00	940PF09	3222
07-10733	WHITEBOARD PROMETHEAN W/STAND INSTAL WAR	T	011	231607	03/15/2007	1,677.00	0646162019	3222
07-10734	WHITEBOARD PROMETHEAN W/STAND INSTAL WAR	T	011	231607	03/15/2007	1,677.00	0646162018	3222
07-14271	DELL LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL	T	044	004455	06/27/2007	1,441.00	4Q85001	3222
07-14273	DELL LAPTOP, D520 W/CD-RW/DVD 14.1"DISPL	T	044	004455	06/27/2007	1,441.00	8P85001	3222
07-80251	TANBERG T-150 MXP	T	046	183826	09/14/2006	1,172.90	38A04444	3222
07-83492	ACTIVEBOARD PROMETHEAN	T	011	232531	03/02/2007	1,202.00	0646162020	3222
07-83493	ACTIVEBOARD PROMETHEAN	T	011	232531	03/02/2007	1,202.00	0646162021	3222
08-00354	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	T	044	258264	08/09/2007	1,499.00	W87245APYA2	3222
08-00355	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	T	044	258264	08/09/2007	1,499.00	W87245E4YA2	3222
08-00361	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	T	044	258264	08/09/2007	1,499.00	W87245F0YA2	3222
08-00362	APPLE MACBOOK 1.83GHZ W/CD-RW/DVD 13.3"	T	044	258264	08/09/2007	1,499.00	W8724ABDYA2	3222
08-04595	DELL DESKTOP WS390 W/20"FLAT PANEL/DVD+/	T	044	005398	10/24/2007	1,748.00	89B1RD1	3222
08-05063	APPLE MACBOOK 2.0GHZ W/CD-RW/DVD 13.3"	T	044	274342	10/29/2007	1,499.00	W87329PLZSV	3222
08-08733	32 ACTIVOTE 2.4GHZ	T	011	013458	05/02/2008	2,702.00	32220008	3222
08-09610	DELL WS3400 W/20" FLAT PANEL	T	044	023389	06/27/2008	1,506.00	JM10G61	3222
08-11117	WHITEBOARD, INTERACTIVE SMART BOARD SB68	T	011	021322	06/11/2008	1,002.00	SB680R2394729	3222
08-11120	WHITEBOARD, INTERACTIVE SMART BOARD SB68	T	011	021311	06/11/2008	1,002.00	SB680R2A69847	3222
08-11895	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	T	044	015447	05/15/2008	1,505.00	W88152SG0P0	3222
08-11898	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	T	044	015447	05/15/2008	1,505.00	W88152RI0P0	3222
08-11899	APPLE MACBOOK INTEL CORE 2 DUO 2.0GHZ	T	044	015447	05/15/2008	1,505.00	W88152U10P0	3222
08-13165	ACTIVEPRESSION 32	T	011	017126	05/22/2008	2,195.00	32220007	3222
09-04741	APPLE MACBOOK PRO 2.5GHZ 17" DISPLAY	T	044	040319	09/22/2008	3,299.00	W8837045YP3	3222
10-01917	APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY	T	044	106082	09/25/2009	2,729.00	W89341RU8YA	3222
10-01924	APPLE MACBOOK PRO 2.5 GHZ 17" DISPLAY	T	044	106089	09/25/2009	2,729.00	W89341QN8YA	3222
10-01990	PRINTER, LEXMARK T652DN B/W DUPLEX ADMIN	T	044	114113	10/30/2009	1,423.50	793N3BV	3222
10-03740	AB378PUS ACTIVEBOARD 378PRO 78" ACTIVEBOA	T	011	138867	03/10/2010	1,169.00	CO912220080	3222
10-03741	AB378PUS ACTIVEBOARD 378PRO 78" ACTIVEBOA	T	011	138868	03/10/2010	1,169.00	CO912220079	3222
10-03742	AB378PUS ACTIVEBOARD 378PRO 78" ACTIVEBOA	T	011	138869	03/10/2010	1,169.00	CO912220078	3222
10-03743	AB378PUS ACTIVEBOARD 378PRO 78" ACTIVEBOA	T	011	138890	03/10/2010	1,169.00	CO912220077	3222
10-03744	AB378PUS ACTIVEBOARD 378PRO 78" ACTIVEBOA	T	011	138892	03/10/2010	1,169.00	CO912220076	3222
10-04126	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	142331	03/25/2010	1,553.00	W801014M66H	3222
10-04131	AB378PUS ACTIVEBOARD 378PRO 78" ACTIVEBOA	T	011	137681	03/04/2010	1,169.00	CO911120513	3222
10-04132	AB378PUS ACTIVEBOARD 378PRO 78" ACTIVEBOA	T	011	137681	03/04/2010	1,169.00	CO911120514	3222
10-04133	AB378PUS ACTIVEBOARD 378PRO 78" ACTIVEBOA	T	011	137681	03/04/2010	1,169.00	CO911120515	3222
10-05477	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155146	06/01/2010	1,553.00	WQ0177PYATM	3222
10-05482	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155173	06/01/2010	1,553.00	WQ0177P8EATM	3222
10-05484	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155176	06/01/2010	1,553.00	WQ0177P9WATM	3222
10-05487	APPLE MACBOOK 2.0 GHZ 13.3" DISPLAY	T	044	155179	06/01/2010	1,553.00	W80177ZNATM	3222
10-80670	Heartstart FRX Defibrillator	T	083	157784	06/29/2010	1,310.86	B10F00530	3222
11-00166	PRESSURE PRO EAGLE SERIES E4040HG	T	014	166934	08/27/2010	1,033.33	1007016	3222



11-00758	AB378PUS ACTIVEBOARD 378PRO 78" ACTIVEBOA	T	011	174059	09/29/2010	1,169.00	C1006210003	G400	3222
11-01355	LEXMARK T652dnB/W DUPLX LASER PRINTER	T	044	181041	10/29/2010	1,248.00	79ACTF1	3222	
11-01356	LEXMARK T652dnB/W DUPLX LASER PRINTER	T	044	181042	10/29/2010	1,248.00	79ACTDK	3222	
11-01357	LEXMARK T652dnB/W DUPLX LASER PRINTER	T	044	181043	10/29/2010	1,248.00	79ACT90	3222	
11-01358	LEXMARK T652dnB/W DUPLX LASER PRINTER	T	044	181044	10/29/2010	1,248.00	79ACT8N	3222	
11-01361	LAPTOP, APPLE MACBOOK	T	044	180976	10/29/2010	1,320.55	4503704FFN	3222	
11-01362	LAPTOP, APPLE MACBOOK	T	044	180977	10/29/2010	1,320.55	4504108FFN	3222	
11-02238	PRINTER, LEXMARK T652DN B/W DUPLX LASER	T	044	196874	01/31/2011	1,248.00	794K9N7	3222	
11-02239	PRINTER, LEXMARK T652DN B/W DUPLX LASER	T	044	196875	01/31/2011	1,248.00	794K9V2	3222	
11-02240	PRINTER, LEXMARK T652DN B/W DUPLX LASER	T	044	196876	01/31/2011	1,248.00	794K9N4	3222	
11-02241	PRINTER, LEXMARK T652DN B/W DUPLX LASER	T	044	196877	01/31/2011	1,248.00	794K9LY	3222	
11-03243	CART, DATAMATION DELL	T	044	209311	03/30/2011	1,100.05	19276	H400	3222
11-04443	maobook laptops	T	044	227214	06/14/2011	1,037.30	451230VQGST	H400	3222
11-04448	maobook laptops	T	044	227219	06/14/2011	1,037.30	4512311ZGST	H400	3222
11-05741	Cisco WAVE 574 Proxy Server	T	044	224670	06/03/2011	6,146.85	MX2115019P	3222	
11-80149	WHITEBOARD INTERACTIVE	T	011	PC-3	09/17/2010	1,999.00	5B680R2269374	3222	
12-02106	Apple teacher laptop	T	044	263645	12/06/2011	1,037.30	45145086GST	C102	3222
12-02186	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	272183	01/27/2012	1,307.85	D25GTUADHJF	3222	
12-02187	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	272184	01/27/2012	1,307.85	D25GTU8DHJF	3222	
12-02188	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	272186	01/27/2012	1,307.85	D25GXOPNDHJF	3222	
12-02191	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	272189	01/27/2012	1,307.85	D25GXOPNDHJF	3222	
12-02426	PRINTER, LEXMARK T652DN B/W DUPLX LASER	T	044	270192	01/18/2012	1,248.00	7951TBX	3222	
12-04796	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302556	06/11/2012	1,511.75	C1MHDLN2DV13	3222	
12-04797	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302558	06/11/2012	1,511.75	C17HC6HGDV13	3222	
12-04798	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302559	06/11/2012	1,511.75	C1MHDRMWDV13	3222	
12-04799	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302580	06/11/2012	1,511.75	C17HC6TDV13	3222	
12-04800	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302582	06/11/2012	1,511.75	C1MHDRHKDV13	3222	
12-04804	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302590	06/11/2012	1,511.75	C17HC66NDV13	3222	
12-04805	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302591	06/11/2012	1,511.75	C1MHDRMCDV13	3222	
12-04806	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302592	06/11/2012	1,511.75	C1MHDRLYDV13	3222	
12-04807	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302593	06/11/2012	1,511.75	C1MHDRNPDV13	3222	
12-04809	APPLE MACBOOK PRO 13" 2.4GHZ 13.3 DISPLY	T	044	302595	06/11/2012	1,511.75	C1MHDRQLDV13	3222	
12-04814	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302628	06/11/2012	1,307.85	D25HP1KADHJF	3222	
12-04816	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302640	06/11/2012	1,307.85	D25HP1KBDHJF	3222	
12-04821	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302645	06/11/2012	1,307.85	D25HP1KIDHJF	3222	
12-04822	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302647	06/11/2012	1,307.85	D25HP1KEDHJF	3222	
12-04823	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302648	06/11/2012	1,307.85	D25HP1KFDHJF	3222	
12-04824	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302649	06/11/2012	1,307.85	D25HP1KIDHJF	3222	
12-04826	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302662	06/11/2012	1,307.85	D25HP1KIDHJF	3222	
12-04827	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302663	06/11/2012	1,307.85	D25HP1KIDHJF	3222	
12-04828	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302664	06/11/2012	1,307.85	D25HP1KIDHJF	3222	
12-04829	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302665	06/11/2012	1,307.85	D25HP1KIDHJF	3222	
12-04830	APPLE IMAC INTEL W/21.5" LED GLSY WDCSN	T	044	302666	06/11/2012	1,307.85	D25HP1KIDHJF	3222	
12-04831	APPLE AIRBOOK 1.6GHZ - 11" D5PLY - CART	T	044	305406	06/26/2012	1,363.00	C02HQ022DWWNM	3222	
12-04832	APPLE AIRBOOK 1.6GHZ - 11" D5PLY - CART	T	044	305407	06/26/2012	1,363.00	C02HQ022DWWNM	3222	







14-06434	PRINTER, LEXMARK MX611DTE LASER/FAX/SCAN	T	044	472649	06/10/2014	2,404.00	701632H402D29	3222
14-06537	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08XF89	3222
14-06538	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08NF89	3222
14-06539	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW05YF89	3222
14-06541	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW06NF89	3222
14-06543	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW07WF89	3222
14-06544	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW05MF89	3222
14-06545	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08MF89	3222
14-06546	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08FF89	3222
14-06547	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW06PF89	3222
14-06548	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW004F89	3222
14-06549	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW07FF89	3222
14-06550	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW0YHF89	3222
14-06551	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08FF89	3222
14-06552	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08FF89	3222
14-06553	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08DF89	3222
14-06554	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW082F89	3222
14-06555	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW06ZF89	3222
14-06556	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08BF89	3222
14-06557	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW07FF89	3222
14-06558	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW0WPF89	3222
14-06559	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW05RF89	3222
14-06560	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW088F89	3222
14-06562	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08QF89	3222
14-06563	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW05XF89	3222
14-06564	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW091F89	3222
14-06565	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW068F89	3222
14-06566	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW090F89	3222
14-06567	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW087F89	3222
14-06568	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW07AF89	3222
14-06569	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW06CF89	3222
14-06570	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08PF89	3222
14-06571	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW07GF89	3222
14-06572	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW07QF89	3222
14-06573	IMAC 27-INCH	T	044	476650	06/30/2014	1,617.41	D25MW08YF89	3222
14-06575	IMAC 27-INCH	T	044	477154	07/09/2014	1,599.00	NONE	3222
15-00302	EXECUTIVE DESK 72" CHERRY FINISH	T	035	483051	08/19/2014	1,265.96	NONE	3222
15-00831	MOBILE FOLDING TABLE,60" ROUND WITH BENC	T	035	483051	08/19/2014	1,265.96	NONE	3222
15-00832	MOBILE FOLDING TABLE,60" ROUND WITH BENC	T	035	483051	08/19/2014	1,265.96	NONE	3222
15-00833	MOBILE FOLDING TABLE,60" ROUND WITH BENC	T	035	483051	08/19/2014	1,265.96	NONE	3222
15-00834	MOBILE FOLDING TABLE,60" ROUND WITH BENC	T	035	483051	08/19/2014	1,265.96	NONE	3222
15-00835	MOBILE FOLDING TABLE,60" ROUND WITH BENC	T	035	483051	08/19/2014	1,265.96	NONE	3222
15-00836	MOBILE FOLDING TABLE,60" ROUND WITH BENC	T	035	483051	08/19/2014	1,265.96	NONE	3222
15-00837	MOBILE FOLDING TABLE,60" ROUND WITH BENC	T	035	483051	08/19/2014	1,265.96	NONE	3222
15-02257	LAPTOP CART - EARTH WALK CART 30 USER	T	044	500161	10/10/2014	1,339.00	51212	3222

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15-02258	LAPTOP CART - EARTH WALK CART 30 USER	T	044	500161	10/10/2014	1,339.00	40842	3222
15-02636	PRINTER, LEXMARK MX710DE B/W LASER/FAX/C	T	044	505939	11/04/2014	3,096.00	7463479906040	3222
15-04239	LAPTOP CART - EARTH WALK CART 30 USER	T	044	531274	03/24/2015	1,339.00	52226	3222
15-04711	KILN, ELECTRIC	T	010	544940	05/22/2015	2,240.35	7983	3222
15-05966	MACBOOK PRO DISPLAY	T	044	551259	06/25/2015	1,399.00	C02PV661FVH5	3222
15-05975	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSTFVH3	3222
15-05976	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUPVH3	3222
15-05977	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05978	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05979	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05980	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05981	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05982	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05983	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05984	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05985	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05986	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05987	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05988	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05989	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05990	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05991	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05992	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
15-05993	APPLE MACBOOK PRO 13"	T	044	551350	06/25/2015	1,329.00	C02PVXSUFVH3	3222
16-00668	EXECUTIVE L SHAPED DESK	T	035	558315	08/25/2015	1,809.00	NONE	3222
16-01980	ZEBRA SERIES 3 PRINTER	T	046	603159	03/16/2016	5,188.00	ST-700-006136	3222
16-02920	RECORDEX SIMPLICITYTOUCH 70 HD PANEL	T	011	603159	03/16/2016	5,188.00	ST-700-006136	3222
16-03145	SERVER, POWEREDGE R220	T	044	603159	03/16/2016	5,188.00	ST-700-006136	3222
17-01990	IPTV CONNECT V2	T	044	658693	03/14/2017	2,828.32	IDN53	3222
17-01991	ZEUS IPTV ENCODER SDI, HDMI, SDI INPUT	T	044	658694	03/14/2017	2,515.50	50000101165210001	3222
17-02215	SERVER, POWEREDGE R330	T	044	660391	03/24/2017	3,530.00	J68MXG2	3222
17-02362	HEATED HOLDING & HUMIDIFIED CABINET DUTC	T	013	664681	04/19/2017	4,319.96	175192901	3222
17-02373	Refurb Life Fitness 95t Treadmill	T	020	665738	04/28/2017	1,750.00	NONE	3222
17-02387	GOLF CART	T	019	665736	04/28/2017	5,250.00	3054492	3222
17-02538	LENOVO P310 DESKTOP	T	044	665660	04/27/2017	1,153.00	V340047GL	3222
86-27822	CABINET B/G W/TOOLS FOUNDRY #7S1ZCT	G	016	47201	05/09/1986	3,310.00	NONE	3222
86-27824	CABINET B/G W/TOOLS WOODWORKING #7S1OCT	G	016	47201	05/09/1986	3,395.00	NONE	3222
89-22851	TORSO WARD BIOLOGY TEACH 81W1150	G	021	80062	02/13/1989	1,415.50	32220006	3222
91-22517	CABINET, TRAY TOTE LARGE W/CASTERS #1544	G	001	719547	05/07/1991	1,356.31	32220003	3222
93-23175	PIANO KAWAI UST-8 STUDIO WALNUT DAMP CHA	G	040	061331	10/09/1992	2,498.00	A7541	3222
93-23210	MACHINE GROUT DULEX Z8ID-420	G	014	058389	09/23/1992	2,253.00	5683	3222
94-11014	CABINET SHOP GENERAL LESS TOOT #458705	G	016	097137	01/29/1993	1,271.70	32220004	3222
96-12394	SCRUBBER, AUTOMATIC, MINUTEMAN MC1700-00	G	014	414444	09/13/1996	2,029.68	7960092	3222
96-18466	PRINTER, POSTER PRO LX MAC	G	044	340249	01/17/1996	3,196.00	41206703	3222
97-23956	TORSO DELUXE TEACHING	G	021	488997	08/08/1997	1,339.80	04220006	3222

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97-28839	TORISO, OPEN BACK W/VERTIBRAE BIO MDL	G	016	495644	09/10/1997	1,385.00	04220007	3222	
97-55020	CABINET, MW84W W/TOOLS	G	016	505036	10/24/1997	4,410.00	NONE	3222	
97-55022	BENCH, WORK FOUR STUDENT	G	016	505036	10/24/1997	1,382.40	NONE	3222	
97-55023	BENCH, WORK FOUR STUDENT	G	016	505036	10/24/1997	1,382.40	NONE	3222	
97-55024	BENCH, WORK FOUR STUDENT	G	016	505036	10/24/1997	1,382.40	NONE	3222	
97-55025	BENCH, WORK FOUR STUDENT	G	016	505036	10/24/1997	1,382.40	NONE	3222	
97-55026	BENCH, WORK FOUR STUDENT	G	016	505036	10/24/1997	1,382.40	NONE	3222	
97-55865	PIANO, UPRIGHT STUDIO YAMAHA	G	040	513185	11/26/1997	2,965.00	T219378	3222	
97-90151	CABINET W/TOOLS, MWL-84G2	G	016	518480	12/17/1997	5,123.00	NONE	3222	
97-93996	CABINET W/TOOLS	G	016	536308	03/11/1998	6,719.00	NONE	3222	
98-09180	PRINTER, LEXMARK OPTRA S 1250	T	044	572642	07/28/1998	1,555.50	11-F2967	3222	
98-11899	MACHINE ARM CURL, 44"WX66"H, 410LB SU75	G	020	577356	07/28/1998	2,199.00	014931	3222	
99-14988	TELEVISION, STEREO COLOR 35"	G	060	666561	08/16/1999	1,805.00	9066356	3222	
99-80010	MACHINE SEWING, 9000 MEMORY CRAFT	G	015	626488	03/04/1999	1,669.00	830151887	3222	
A01-81298	CAMCORDER, SONY DIGITAL VIDEO	T	058	NF-3	10/25/2000	2,136.00	1009209	3222	
A08-83619	ACTIVEEXPRESSIONS 32 PIECE SET	T	011	NF-3	05/09/2008	2,195.00	04220011	3222	
A12-81232	CART, BRETFORD IPAD POWERSYNC	T	044	295651	04/30/2012	2,577.57	04220015	3222	
A98-90716	MIXER, HOBART INDUSTRIAL	T	013	NF-3	07/01/1997	1,599.00	111036176	3222	
R04-02577	PRINTER, LEXMARK T630N	T	044	066838	07/31/2003	1,208.00	9912K8T	3222	
R07-28408	BRETFORD CART FOR 20 NOTEBOOK	T	044	NF-3	07/18/2006	1,399.95	32220001	3222	
R14-80120	LEXMARK MFP PRINTER	T	044	PC-3	10/08/2013	1,799.00	796601Z	3222	
R15-80147	LAMINATOR 27" ROLL HEAT SEALED	T	046	346630	12/08/2014	1,406.00	A100222G	3222	
R15-80275	FELLOWES CROSS CUT SHREDDER	T	046	529317	03/13/2015	1,850.00	1412291K0178740	3222	
R16-80133	EXECUTIVE DESK	T	004	607850	05/20/2016	1,421.52	NONE	3222	
R16-80134	CREDENZA	T	001	607850	05/20/2016	1,155.31	NONE	3222	
R16-80135	CREDENZA	T	001	607850	05/20/2016	1,155.31	NONE	3222	
S16028293	IPAD AIR WIFI 16GB - SPACE GRAY	T	044	582115	12/02/2015	379.00	DMPOLRTFFK10	3222	
S16028294	IPAD MINI W/RETINA DISPLAY 32GB - GRAY	T	044	582117	12/02/2015	299.00	F9FQLSVZFCM6	3222	
S16029503	LENOVO THINKCENTRE M93Z TOUCH 23	T	044	582328	12/02/2015	1,290.00	MU0369T4	3222	
S16038340	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17X3GFWM	3222	
S16038341	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17V9GFWM	3222	
S16038342	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17W9GFWM	3222	
S16038343	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17XWGFWM	3222	
S16038344	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17YDGFWM	3222	
S16038345	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17W7GFWM	3222	
S16038346	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17V8GFWM	3222	
S16038347	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17XUGFWM	3222	
S16038348	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17YMGFWM	3222	
S16038349	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17W6GFWM	3222	
S16038350	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17WXGFWM	3222	
S16038351	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17VQGFWM	3222	
S16038352	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17WJGFWM	3222	
S16038353	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17WCGFWM	3222	
S16038354	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17Y2GFWM	3222	
S16038355	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02Q17AUGFWM	3222	

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S16038356	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7Y4GFWM	SMART	3222
S16038357	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7Y7GFWM	SMART	3222
S16038358	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7Y1GFWM	SMART	3222
S16038359	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QV2ALGFWM	SMART	3222
S16038360	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7XSGFWM	SMART	3222
S16038361	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7YEGFWM	SMART	3222
S16038362	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7XMGFWM	SMART	3222
S16038363	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7Y0GFWM	SMART	3222
S16038364	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QV2AKGFWM	SMART	3222
S16038365	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7XZGFWM	SMART	3222
S16038366	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7YKGFWM	SMART	3222
S16038367	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7YVGFWM	SMART	3222
S16038368	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7WBGFWM	SMART	3222
S16038369	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7WPGFWM	SMART	3222
S16038370	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7YSGFWM	SMART	3222
S16038371	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7W5GFWM	SMART	3222
S16038372	MACBOOK AIR 11" 16 GHZ	T	044	591992	01/20/2016	1,060.00	C02QT7W5GFWM	SMART	3222
S16059060	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161922	SMART	3222
S16059061	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161674	SMART	3222
S16059062	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161516	SMART	3222
S16059063	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161468	SMART	3222
S16059064	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	230151133440	SMART	3222
S16059065	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161463	SMART	3222
S16059066	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161563	SMART	3222
S16059067	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161432	SMART	3222
S16059068	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301511111115	SMART	3222
S16059069	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	230151133529	SMART	3222
S16059070	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	230151133854	SMART	3222
S16059071	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161312	SMART	3222
S16059072	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161273	SMART	3222
S16059073	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161381	SMART	3222
S16059074	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	230151133345	SMART	3222
S16059075	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	230151133865	SMART	3222
S16059076	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	230151133847	SMART	3222
S16059077	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	230151133379	SMART	3222
S16059078	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161547	SMART	3222
S16059079	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161596	SMART	3222
S16059080	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	230151133447	SMART	3222
S16059081	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	230151133720	SMART	3222
S16059082	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	230151111646	SMART	3222
S16059083	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161699	SMART	3222
S16059084	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161606	SMART	3222
S16059085	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161504	SMART	3222
S16059086	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161697	SMART	3222
S16059087	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161697	SMART	3222

516059088	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161566	SMRT	3222
516059089	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161892	SMRT	3222
516059090	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161529	SMRT	3222
516059091	AP230 INDOOR PLENUM RATED, 2 RADIO 3X33	T	044	611108	04/26/2016	566.17	2301512161702	SMRT	3222
05LA00170	Apple Refresh Server	T	044	002005	07/22/2005	3,021.23	QP532076SLZ	3222	
05LA03836	APPLE-REFRESH LAPTOP	T	044	002005	07/22/2005	1,395.62	4H531G4HSEB	3222	
05LA03844	APPLE-REFRESH LAPTOP	T	044	002005	07/22/2005	1,395.62	4H531GZ5SEB	3222	
05LA03846	APPLE-REFRESH LAPTOP	T	044	002005	07/22/2005	1,395.62	4H531HVA5EB	3222	
05LA03847	APPLE-REFRESH LAPTOP	T	044	002005	07/22/2005	1,395.62	4H531J7J5EB	3222	
05LA03857	APPLE-REFRESH LAPTOP	T	044	002005	07/22/2005	1,395.62	4H5326Q7SEB	3222	
05LA22943	APPLE-REFRESH LAPTOP	T	044	002005	07/22/2005	1,395.62	4H5329NVSEB	3222	
05LA22948	APPLE-REFRESH LAPTOP	T	044	002005	07/22/2005	1,395.62	4H5356K5SEB	3222	
05LA30305	APPLE REFRESH RAID SERVER	T	044	002005	07/22/2005	3,970.32	QP5320C9RS4	3222	
05LU03941	Lexmark Refresh Printer-T640n	T	044	002005	06/17/2005	1,099.66	7901K30	3222	
05LU03942	Lexmark Refresh Printer-T640n	T	044	002005	06/17/2005	1,099.66	7901K05	3222	
05LU03943	Lexmark Refresh Printer-T640n	T	044	002005	06/17/2005	1,099.66	7901K32	3222	
05LU03944	Lexmark Refresh Printer-T640n	T	044	002005	06/17/2005	1,099.66	7901K32	3222	
05LU03945	Lexmark Refresh Printer-T640n	T	044	002005	06/17/2005	1,099.66	7902159	3222	
05LU03946	Lexmark Refresh Printer-T640n	T	044	002005	06/17/2005	1,099.66	7902155	3222	
05LU03947	Lexmark Refresh Printer-T640n	T	044	002005	06/17/2005	1,099.66	7902156	3222	
05LU03948	Lexmark Refresh Printer-T640n	T	044	002005	06/17/2005	1,099.66	7902132	3222	
05LU03949	Lexmark Refresh Printer-T640n	T	044	002005	06/17/2005	1,099.66	79022HK	3222	
08LA03327	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/2008	2,769.81	WQ81298AOP1	3222	
08LA03328	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/2008	2,769.81	WQ8129GYOP1	3222	
08LA03329	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/2008	2,769.81	WQ8129DCOP1	3222	
08LA03331	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/2008	2,769.81	WQ812870OP1	3222	
08LA03333	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/2008	2,769.81	WQ8128C5OP1	3222	
08LA03336	Apple MacBook 2.4 GHz; 2 GB RAM	T	044	128211	06/07/2008	2,769.81	WQ8128Y7OP1	3222	

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Attachment J

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
CROSS CREEK SCHOOL  
COLLEEN STEARN  
PRINCIPAL

Phone: 754-321-6450

May 31, 2017

TO: Carletha Shaw, Director, OSPA  
FROM:  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.



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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 1

## 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](mailto:priscilla.moxey@browardschools.com)



From: Laura M. Walker  
Sent: Tuesday, May 30, 2017 9:29 AM  
To: Priscilla L Moxey

Untitled

Attachment L

Colleen A. Stearn

Wed 9/20/2017 11:58 AM

Sent Items

To: Laura M. Walker &lt;laura.walker@browardschools.com&gt;;

Cc: Alvaro Pion &lt;alvaro.pion@browardschools.com&gt;;

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 longer 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 if you have any additional information so that I may continue to try to reconcile our PNI.

Thanks again for your help.  
Have a great day.

Colleen Stearn  
Principal  
Cross Creek School  
754-321-6450

"There can be no keener revelation of a society's soul than the way in which it treats its children."

Nelson Mandela



Re:

L

Laura M. Walker

Wed 9/20/2017 12:10 PM

To: Colleen A. Stearn <colleen.stearn@browardschools.com>;

Hi Mrs. Stearn,

I'm doing well, Thank you! I hope all is well with you also. I do not have any additional information regarding the asset.

Thank you

---

**From:** Colleen A. Stearn

**Sent:** Wednesday, September 20, 2017 11:58 AM

**To:** Laura M. Walker

**Cc:** Alvaro Pion

**Subject:**

Hi Ms. Walker,

Hoping this email finds you well after Irma. I want to thank you for your continued assistance in working with our team in the area of our Property and Inventory.

In our continued efforts to reconcile our PNI, I wanted to verify that you are no longer 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 if 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

## Fw: PROPERTY INVENTORY Rev.2

Colleen A. Stearn

Mon 11/6/2017 4:21 PM

Sent Items

To: Laura M. Walker &lt;laura.walker@browardschools.com&gt;;

Cc: Carletha B. Shaw &lt;carle.shaw@browardschools.com&gt;;

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****10/23/17**

<b>BPI</b>	<b>SERIAL NUMBER</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
15-05980	C02PVXSZFBVH3	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 31<sup>st</sup> Ave.

Pompano Beach, FL 33069

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alvaro.pion@browardschools.com

**CROSS CREEK SCHOOL**



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

# The 2016 Florida Statutes

## Title XVIII

### PUBLIC LANDS AND PROPERTY

### TANGIBLE PERSONAL PROPERTY OWNED BY LOCAL GOVERNMENTS

#### CHAPTER 274

#### TANGIBLE PERSONAL PROPERTY OWNED BY LOCAL GOVERNMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



recorded in the records required by that section.

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

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

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

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

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

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

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

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

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

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

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

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

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

**69I-73.001 Definitions.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SUBJECT: PROCEDURE FOR PROPERTY &  
INVENTORY CONTROL**

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



**SUBJECT: PROCEDURE FOR PROPERTY &  
INVENTORY CONTROL**

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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:**

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

56421100: Furn/Fix/Equip-Under \$1,000 Trackable-SMART is to be used when purchasing musical instruments. These items will be included on the District’s Master File of Capital Assets database.

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

**SUBJECT: PROCEDURE FOR PROPERTY &  
INVENTORY CONTROL**

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56441100: Comp Equip-Under \$1,000 Trackable-SMART is to be used when purchasing iPads, tablets, laptops, desktops, printers, interactive white boards and interactive flat panel displays. These items will be included on the District's Master File of Capital Assets database.

4. The cost center assigned to the SMART tangible personal property purchase must agree to the delivery/ship to address.
5. When SMART tangible personal property is received on-line, the individual must process the goods receipt for each item separately and record the unique serial number for each property item within the system regardless of cost. In the event an item does not physically possess a manufacturer's serial number, the new purchase documentation should be maintained in the site's property binder for future reconciliation and subsequent application of a District assigned serial number for tracking. The word "none" should be utilized when receiving those items online that do not have a manufacturer assigned serial number.
6. Once the District's Master File of Capital Assets has been updated, a report will be generated to notify property custodians of all new property record creation within the District's Master File of Capital Assets and will be available for all locations on OptiSpool. An email will be sent by Information & Technology – Production Control to all principals and their secretaries, district directors and secretaries, and budget keepers each time the Master File of Capital Assets is updated with new purchases of tangible personal property. The property custodian should use this opportunity to verify the accuracy of the information associated with the property records. Any corrections required to the asset record should be promptly reported to Accounting & Financial Reporting - Capital Assets via email to the "Capital Assets Conference." This includes necessary changes to the item description, serial number, or quantities received. Additionally, if the tangible personal property has not been received at the location, and the asset record was mistakenly created for this location, the property custodian should immediately notify Accounting & Financial Reporting - Capital Assets to correct the discrepancy in a timely manner. (*Property custodians will receive the email notification from Information & Technology – Production Control even when new property items have not been created or modifications have been processed to existing property records for their respective location. In such instances, there will be no report contained within their respective location file within OptiSpool.*)
7. All equipment should be stored in a secure location until it is ready for use.

**SUBJECT: PROCEDURE FOR PROPERTY &  
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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 Conference." This includes necessary changes to the item description, serial number, or quantities received. Additionally, if the tangible personal property has not been received at the location, and the asset record was mistakenly created for this location, the property custodian should immediately notify Accounting & Financial Reporting - Capital Assets to correct the discrepancy in a timely manner. (*Property custodians will receive the email notification from Information & Technology – Production Control even when new property items have not been created or*



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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/Transfer Declaration Form (See **Exhibit 2**).
2. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being transferred.
3. The 3290A Surplus/Transfer Declaration Form must then be signed by both property custodians (issuing and receiving).
4. In the event the tangible personal property is able to be relocated without the assistance of Material Logistics, the receiving property custodian should then forward the original 3290A Surplus/Transfer Declaration Form to Accounting & Financial Reporting - Capital Assets.
  - a. Accounting & Financial Reporting - Capital Assets will send an email confirmation to the property custodians upon receipt of the form and documentation.
  - b. Accounting & Financial Reporting - Capital Assets will modify the property records to reflect the transfer of the applicable tangible personal property.
  - c. Within five business days of receiving notification, the transfer request will be processed by Accounting & Financial Reporting - Capital Assets and locations will be contacted for any additional information. The property custodian should verify the applicable property records have been removed from their property inventory by actively monitoring the OptiSpool PNI 954 A, B, & C report(s), or by requesting a PNI 811 report from Information & Technology – Production Control.
  - d. The locations should maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent inventory audits. Transfer documentation that is greater than 90 days old will not be accepted during the property audit of tangible personal property.

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5. In the event assistance is required to relocate the tangible personal property, the receiving property custodian should forward the original 3290A Surplus/Transfer Declaration Form to the Manager, Material Logistics at the Warehouse.
  - a. Material Logistics will then arrange for the physical transfer of the tangible personal property. The issuing and receiving locations should ensure the actual tangible personal property corresponds to the information identified on the 3290A Surplus/Transfer Declaration Form at the time of pick-up and delivery.
  - b. Material Logistics will forward the original 3290A Surplus/Transfer Declaration Form along with the B-stock pick-up acknowledgment form (**See Exhibit 3**) to Accounting & Financial Reporting - Capital Assets.
  - c. Accounting & Financial Reporting Department - Capital Assets will send an email confirmation to the property custodians upon receipt of the form and documentation.
  - d. Within five business days of receiving notification, the transfer request will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information. The property custodian should verify the applicable property records have been removed from their property inventory by actively monitoring the OptiSpool PNI 954 A, B, & C report(s), or by requesting a PNI 811 report from Information & Technology – Production Control.
  - e. The locations should maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent inventory audits. Transfer documentation that is greater than 90 days old will not be accepted during the property audit of tangible personal property.

**C. ASSIGNMENT OF TANGIBLE PERSONAL PROPERTY TO STAFF**

1. It is recognized that tangible personal property will be assigned to staff for temporary removal of the property from the primary operational site location. In such instances, a Property Pass (**See Exhibit 4**) must be executed to document the assignment and removal of capital equipment from the location.
2. A unique Property Pass must be completed for each piece of tangible personal property removed from the location.

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

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**D. CONDUCTING SEMI-ANNUAL INVENTORIES**

1. All locations are minimally required to conduct semi-annual inventories to ensure the District's property records are accurately maintained and updated. This includes the high-risk property items maintained within the secondary database established by the location.
2. The location will request an electronic copy of its PNI 811 report from Information & Technology – Production Control.
3. Appropriate staff will physically verify each property item listed on the PNI 811 report is accounted for on premises or there is a current Property Pass executed for tangible personal property assigned to individuals.
4. Locations shall surplus tangible personal property twice per year in accordance with conducting their self-inventories (See **F. SURPLUS OF TANGIBLE PERSONAL PROPERTY**).
5. After completing the self-inventory, the property custodian shall complete the Semi-Annual Inventory Form (See **Exhibit 5**) and forward a copy of it to their respective SLT administrator.

**E. REPORTING THEFT OR VANDALISM OF TANGIBLE PERSONAL PROPERTY**

1. All locations must take appropriate measures to ensure the safekeeping of all tangible personal property. This includes securing all high-theft equipment during hours of non-operation.
2. To the extent possible, tangible personal property should be designated to individual staff that is requested to oversee the equipment and report any loss or theft to appropriate administration in "real-time". Additionally, tangible personal property that is not utilized on a day-to-day basis should be stored in a secured location, and the appropriate staff should physically verify this property as needed to provide the most effective means of securing tangible personal property.
3. In the event of theft or vandalism, the property custodian will report the loss to the Broward District Schools Police Department (BDSPD) and the local authorities at the time of the incident. As a component of the police report and the BDSPD's Immediate Notification Form (See **Exhibit 6**), the location must provide all applicable property and serial numbers of the stolen tangible personal property along with a narrative of the event. This should be completed within 2 business days from when the incident is known or should have been known.



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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 Surplus/Transfer Declaration Form to identify the tangible personal property to be salvaged.
3. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial number, model number, and equipment description for each property item being surplussed. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property (See section **F.11** for instructions on surplussing Buses, Vehicles, and Trailers).
4. The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to the Manager, Material Logistics at the Warehouse.
5. The Warehouse will arrange to pick-up the tangible personal property designated for surplus from the applicable location. A work order document will be provided to the property custodian at each location to certify removal activity.
6. After confirming the pick-up of the property items, the Manager, Material Logistics will forward the 3290A Surplus/Transfer Declaration Form along with the B-stock pick-up acknowledgment form to Accounting & Financial Reporting Department - Capital Assets for processing.
7. Accounting & Financial Reporting Department - Capital Assets will send an email confirmation to the property custodian upon receipt of the form and documentation.
8. Accounting & Financial Reporting Department - Capital Assets will process the 3290A Surplus/Transfer Declaration Form and remove the property records from the location's property inventory.
9. Within five business days of receiving notification, the 3290A Surplus/Transfer Declaration Form will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information. The property custodian should verify that the property records have

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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 Surplus/Transfer Declaration Form to identify buses, vehicles, and trailers to be salvaged.
  - b. The 3290A Surplus/Transfer Declaration Form must list the BPI Number (Property Asset Number), serial or VIN number, model number, and equipment description for each property item being surplussed. The 3290A Surplus/Transfer Declaration Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property.
  - c. The location should make a copy of the 3290A Surplus/Transfer Declaration Form(s) for their record and forward the original to Accounting & Financial Reporting Department – Capital Assets for processing.
  - d. Accounting & Financial Reporting Department – Capital Assets will send an email confirmation to the property custodian upon receipt of form and documentation, and will mark the asset with a status of “P” for “Pending Disposal.” The asset will remain in the location’s inventory until final proof of disposition is submitted to Accounting & Financial Reporting Department – Capital Assets.
  - e. The location must submit proof of the asset’s final disposition to Accounting & Financial Reporting – Capital Assets to remove the property records from the location’s property inventory. The proof of final disposition can be submitted in either of the following methods:
    - i. A bill of Sale or a copy of receipt from the contracted auctioneer or,
    - ii. Other proof of disposal, such as a pick-up ticket, trade-in receipt, a copy of receipt from a licensed scrap dealer, an invoice from a metal crushing company, a donation letter to a registered charity or community organization, documented evidence of dumping assets of no or little value, or other auditable supporting documentation.



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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. EXECUTION OF TANGIBLE PERSONAL PROPERTY DOCUMENTATION  
BY DESIGNEES**

1. Board policy **3204: PROPERTY ACCOUNTABILITY AND RESPONSIBILITY** designates that principals shall be the custodians of tangible personal property at the schools and that directors shall be the custodians of tangible personal property for the county support services departments.
2. Principals and Directors are to execute all documentation associated with tangible personal property.
3. Principal and Director Designees may execute documentation associated with tangible personal property in the absence of a property custodian in order to avoid disruption of daily operations. In such instances, the property custodian must also sign such documentation upon their return to the location, or as soon as practical.

**H. PROPERTY AUDITS OF TANGIBLE PERSONAL PROPERTY**

1. Periodically, the Office of the Chief Auditor (OCA) will conduct a property and inventory audit for locations. The purpose of this audit will be to verify the physical presence of tangible personal property designated on a location's property inventory and to ensure appropriate controls are in place to safeguard the location's tangible personal property. This will include a cursory review of the safeguards associated with high-risk items maintained within the location's secondary database (as previously defined by this Business Practice Bulletin). Accounting & Financial Reporting Department - Capital Assets will be notified by OCA when a location is being audited and upon completion of the audit so that the property records for the location are not altered during the duration of an audit.
2. OCA staff will then issue a preliminary report identifying the property items which could not be physically located or did not have appropriate documentation to support their absence.
3. The location will be provided a reconciliation period to locate the unaccounted tangible personal property or provide supplemental documentation to substantiate their physical location.

## BUSINESS PRACTICE BULLETIN

The School Board of Broward County, Florida

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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.
5. The property custodian must provide a response to the final report findings via the respective SLT administrator, outlining a corrective action plan designed to address the property audit exceptions and improve operational standards at the location.
6. The respective SLT administrator must then provide written correspondence to the OCA confirming their support of the action plan. This correspondence will be included in the final audit report.
7. The complete property audit will then be presented to the District's Audit Committee at their next regularly scheduled meeting.
8. The property audit report will subsequently be transmitted to the School Board at a regularly scheduled School Board meeting.

APPROVED BY: CABINET

DATE: 8/1/17

CABINET MEMBER SIGNATURE: 

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

Follow the instructions and guidelines in this document to place orders for SMART and/or GOB purchases. Please note that there are different document types to use when creating requisitions for SMART/GOB orders. These document types must be used when creating SMART/GOB orders. The number sequence for requisitions and Purchase Orders for SMART/GOB orders will be different than Non SMART/GOB orders. Capital Budget will budget funds by location and instruct those locations in which fund to apply to the SMART/GOB requisition. Refer to Business Practice Bulletin O-100 – Procedure for Property & Inventory Control for updates on the SMART/GOB procedures.

### **1. SMART/GOB Purchase Requirements:**

- A. Purchases must be assigned the appropriate GL account as listed herein
- B. Items cannot be ordered in lots, bundles or attached lists
- C. Ship to address must be the same as requested Storage location (SLoc).
- D. Ship to address must include location within the building (room/fishe number)
- E. P – Cards are not to be used with Smart/Bond Funds

### **2. SMART/GOB Document Type:**

- A. DO NOT mix Smart/GOB and non-Smart/GOB items on the same requisition
- B. Use document type SMT Standard for standard SMART/GOB requisition orders (see illustration)
- C. Use document type SMT Framework for framework SMART/GOB requisition orders (see illustration)



**Create Purchase Requisition**

Document Overview On | Hold | Personal Setting

☐ Source Determination

Material | Short Text | Quantity | Unit | Val. Pri. | Σ | Total Value | C | Deliv. Date | Des. Vendor | Matl Group | PGr | PO | Pl

Dropdown menu items:

- SMT Framework Req
- NFY Service Req.
- NFY FNS Commodity Req
- NFY Framework Req.
- NFY Standard Req.
- NFY Stock Transp Req
- NOT USED Outl. Agmt
- Service Requisition
- SMT Framework Req
- SMT Standard Req
- Standard Requisition
- Stock Transp Requisition

### **3. SMART Numbering Sequence:**

- A. SMT requisitions will begin with 30xxxxxx
- B. SMT standard PO's will begin with 42
- C. SMT framework PO's will begin with 85

### **4. Capital Projects Fund (Major Fund)/WBS Element:**

- A. Separate Capital Projects funds will be utilized for each GOB. Fund 3541 will be used for GOB1, 3542 for GOB2. Please contact Capital Budget for the correct fund to use
- B. WBS Element or Functional Area (for Technology) will be utilized per SMART/GOB project
  - I. Capital Budget to provide WBS Element and Functional Area data to use when ordering/tracking SMART/GOB expenditures

### **5. SMART/GOB Capitalized General Ledger (GL) accounts:**

- A. Technology Equip.: Computer Equipment \$1,000 or more, use 56430100
- B. Other Equip.:
  - I. Audio Visual Material \$1,000 or more, use 56210100

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

**6. SMART/GOB Non-Capitalized (\$999.99 or less) General Ledger (GL) accounts:**

- A. Computer Equipment Non-Trackable \$999.99 or less, use 56440100  
*(Includes but is not limited to keyboards, mice, wiring and other similar technology/accessories not tracked per PROP)*
- B. Computer Equipment Trackable \$999.99 or less, use 56441100  
*(Includes but is not limited to iPads, tablets, laptops, desktops, printers, interactive white boards and interactive flat panel displays. Expenditures recorded using this GL account code will be tracked per PROP.)*
- C. Other Equip.:
  - I. Library Books, use 56110100
  - II. Audio Visual Material \$999.99 or less, use 56220100
  - III. Furniture, Fixtures & Equipment \$999.99 or less Non Trackable, use 56420100
  - IV. Furniture, Fixtures & Equipment \$999.99 or less Trackable, use 56421100 (musical instruments)
  - V. Software \$999.99 or less, use 56920100
- D. Buildings, Fixed Equipment, Land and Remodeling/Renovations:
  - I. Non-Capitalized Improvement other than Bldg. (SMART Off site), use 56720100
  - II. Non-Capitalized Remodeling/Renovations, use 56820100

## **7. Tangible Personal Property (TPP) and non-TPP SMART/GOB purchases over/under \$1,000**

- A. TPP is defined as items with account coding 5611, 562X, 564X and 569X
- B. Receiving for TPP trackable over/under \$1,000
  - I. Serial numbers are required to be recorded for all TPP received, regardless of cost
  - II. Receiving personnel must review WBS or Functional area coding to determine funding source (SMART or GOB)
- C. SMART/GOB TPP in PROP over/under \$1,000
  - I. SMART or GOB purchases will have a separate sequential BPI number to identify type of purchase
  - II. The “Location” field will use an identifier of GOBx or SMTx to identify the type of purchase
  - III. The “Project” field will be used to track the actual physical location of the asset purchase
  - IV. These items shall follow the same Surplus and Transfer forms process and procedures as indicated in Business Practice Bulletin O-100 regardless of cost

## **8. Charter Schools and SMART/GOB:**

- A. Fixed assets will be purchased directly by BCPS for Charter Schools following the same process and procedures as indicated in this document
- B. Charter Schools must follow the same budget mechanism as used for other Charter School purchases
- C. Business Support Center (BSC) personnel will create purchase requisitions following guidelines specified for Charter Schools
- D. Purchases will be tracked by Cost Center. All technology/electronic equipment (i.e. monitors, docking stations, etc.) will be tracked
- E. OptiSpool and PROP reports will be utilized to track Charter Schools
- F. Office of Chief Auditor shall be notified of all items shipped to Charter Schools