



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
MATERIALS MANAGEMENT DEPARTMENT
101 OLD VENICE ROAD OSPREY, FLORIDA 34229
TELEPHONE (941) 486-2183 FAX (941) 486-2188

Enc. _____

August 6, 2013

TO: Ms. Lori White, Superintendent
Members of the School Board

FROM: Carol A. Lichon, Manager
Purchasing & Fixed Asset Accounting

DATE: July 23, 2013

RE: *Deletion List*

Listed on the attached pages are items of furniture, equipment, and vehicles that are unaccounted for, traded in, irreparable, otherwise inoperative or obsolete. Upon Board approval, these items will be deleted from the active property records and disposed of in accordance with Chapter 274 of the Florida Statutes and any applicable Federal regulations. The following information is listed for each item:

Asset Number – This is the property record number and the inventory number assigned to the item by the Fixed Asset Accounting Office.

Description - This is a brief description of the item.

In-Service Date - This column indicates the year the item was acquired.

Acquisition Cost - Chapter 274 of the Florida Statutes does not provide for any depreciation in the value of equipment. Therefore, all values shown are historical or estimated costs.

Retirement Reason - This column gives a brief reason why the item is classifiable as property to be deleted. This description is taken from the "Deletion of Property Report" form that is completed by the cost center head of the school or department to which the item is assigned.

Additional non-tagged items with an original acquisition value below \$750 will be recycled, sold at auction, or otherwise disposed of.

CL/ef
Attachment

Please be aware that all mail sent to and from Sarasota County Public Schools is subject to the public records law of Florida.

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: PINE VIEW SCHOOL

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0021	0021	116887	VISUAL PRESENTER	0206	ELMO	09/22/2005	1,708.40	0.00	07/23/2013	Obsolete	
0021	0021	135240	VISUAL PRESENTER	0206	ELMO	06/30/2007	1,199.00	183.18	07/22/2013	Obsolete	
0021	0021	144279	MINI DV CAMCORDER	0230	VIXIA	10/27/2008	789.95	366.76	07/23/2013	Not Economical to Repair	
** 0021 TOTAL **							ACQ COST	CURR VAL			
							3,697.35	549.94			

COST CENTER: GLENALLEN ELEMENTARY SCHOOL

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0461	0461	87064	TV 40" COLOR	0231	MITSUBISHI	11/17/1997	1,999.00	0.00	07/22/2013	Obsolete	
0461	0461	117670	EXERCISE BIKE	0685	YOUTHFIT	12/12/2005	975.00	58.04	07/22/2013	Unusable Due to Deterioration	
** 0461 TOTAL **							ACQ COST	CURR VAL			
							2,974.00	58.04			

COST CENTER: TATUM RIDGE ELEMENTARY SCHOOL

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1282	1282	133227	LAPTOP NC6320	0360	HP	06/03/2007	1,195.62	0.00	07/11/2013	Stolen	13-34518
1282	1282	135840	LAPTOP 67106	0360	HP	08/10/2007	1,049.63	0.00	07/11/2013	Stolen	13-34518
** 1282 TOTAL **							ACQ COST	CURR VAL			
							2,245.25	0.00			

COST CENTER: EXECUTIVE DIRECTOR - SECONDARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9004		89443	LASERJET 5	0362	H.P.	10/21/1998	828.00	0.00	07/22/2013	Obsolete	
** 9004 TOTAL **							ACQ COST	CURR VAL			
							828.00	0.00			

COST CENTER: INFORMATION SERVICES

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9020	0051	144084	BATTERY BACK-UP	0721	TRIPP LITE	06/30/2008	895.00	372.91	07/22/2013	Not Economical to Repair	
9020	0191	99761	SMART UPS BATTERY BACK-UP	0721	APS	08/06/2001	800.00	0.00	07/08/2013	Obsolete	
** 9020 TOTAL **							ACQ COST	CURR VAL			
							1,695.00	372.91			

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: CURRICULUM & INSTRUCTION

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9054	0221	140430	LASER SCANNER	0375	WORTH DATA	02/08/2008	849.15	99.07	07/22/2013	Obsolete	
** 9054 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						1	849.15	99.07			

** GRAND TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						11	12,288.75	1,079.96			