



June 05, 2008

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** William D. Law, Jr., President  
**RE:** Disposition of Missing Property Assets

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Staff has the responsibility to conduct annual inventory the College's property assets. These property assets include furniture and equipment, but not facilities and land. The attached list reflects property assets not located during the 07-08 inventory. Based on comments from the 2006-2007 Auditor General's report regarding the College's property assets, all items not located are expected to be identified as "missing" items although investigations continue and most items are not deemed to be lost or stolen.

The attached list also reflects property assets reported stolen over the last several fiscal years. Upon review of previous inventory reports, items identified as "stolen" had not been reported as such and remain on the College's active list of property asset records. Staff will continue to update property records as items are located through the on-going investigations.

**Staff Resources:** Teresa Smith

### **Recommended Action:**

Authorize staff to record the status of these property items as "Missing" and reduce the tangible personal property by the value of these items. As items are located the values will be recorded back to the College's tangible personal property total.

Property	Category	Description	Original Purchase Cost	Check Date	Depreciated Value	Condition
318	MISC	ELECTROPHORESIS SYSTEM III	1,070.90	6/1/1192	0.00	MISSING
844	MISC	THEODOLITE	1,057.50	10/1/1986	0.00	MISSING
916	OFF EQUIP	TYPEWRITER, IBM WHEELWRITER 6	1,231.00	8/1/1987	0.00	MISSING
1684	LAB EQUIP	TORSO, HUMAN	1,649.39	11/1/1987	0.00	MISSING
2065	FURNITURE	LECTERN	1,085.50	5/1/1987	0.00	MISSING
3201	LAB EQUIP	MANIKIN, HEART & LUNG	1,929.76	6/1/1994	0.00	MISSING
4087	OFF EQUIP	DICTATION/TRANSCRIBER MACHINE	1,045.00	2/1/1996	0.00	MISSING
4191	PRINTER	HP LASERJET	1,469.71	4/1/1996	0.00	MISSING
4192	PRINTER	HP LASERJET	1,469.71	4/1/1996	0.00	MISSING
4343	DISPLAY	35" SONY COLOR	1,425.00	11/1/1996	0.00	MISSING
5642	DISPLAY	IBM COLOR_20	1,323.94	6/1/1998	0.00	MISSING
5648	COMPUTER	IBM PC 300GL	1,664.93	6/1/1998	0.00	MISSING
6191	AV EQUIP	PROJECTOR,DATA VIDEO, SHARP	5,276.39	11/1/1998	0.00	MISSING
6207	AV EQUIP	RECORDER/PLAYER SVHS, JVC	1,097.00	7/1/1998	0.00	MISSING
6739	AV EQUIP	PROJECTOR, SHARP VIDEO	5,336.55	2/1/1999	0.00	MISSING
7902	AV EQUIP	TRANSMITTER, LECTROSONICS	1,686.40	4/1/2000	0.00	MISSING
8316	COMPUTER	MACINTOSH G4	2,518.00	6/1/2000	0.00	MISSING
8348	DISPLAY	COMPAQ 21" COLOR	1,079.00	9/1/2000	0.00	MISSING
8538	FURNITURE	CONSOLE CUSTOM BUILT	1,770.00	11/1/2000	0.00	MISSING
8671	SERVER	Compaq Proliant DL360	15,358.00	2/1/2001	0.00	MISSING
9294	COMPUTER	MACINTOSH G4	3,753.00	7/1/2001	0.00	MISSING
9334	AV EQUIP	AMPLIFIER 8PORT 120WATT	6,002.13	10/1/2001	0.00	MISSING
9609	PHOTO EQU	TRIPOD SYSTEM W/ HEAD AND SKID	7,683.33	1/1/2002	0.00	MISSING
9983	COMPUTER	DELL 1.7GHZ/PIV/256K/512MB/20G	1,013.00	6/1/2002	0.00	MISSING
10047	AV EQUIP	STEREO AUDIO MATRIX_SWITCHER	1,128.20	7/1/2002	0.00	MISSING
10126	AV EQUIP	RACK	1,200.00	8/1/2002	171.43	MISSING
10138	AV EQUIP	VIDEORAID	2,110.00	8/1/2002	0.00	MISSING
10140	AV EQUIP	STUDIO CONTROLLER	1,120.00	8/1/2002	160.00	MISSING
10181	MISC	SHOWTOPPER CURVE WALL 6-PANEL	3,028.00	8/1/2002	432.57	MISSING
10538	LAPTOP	DELL LAPTOP	2,164.00	8/1/2003	0.00	MISSING
10539	AV EQUIP	LCD PROJECTOR	3,246.75	5/1/2003	463.82	MISSING
10803	FURNITURE	CHAIR, RECTANGLE PATTERN	1,051.25	9/1/2003	300.36	MISSING
10805	FURNITURE	CHAIR, RECTANGLE PATTERN	1,051.25	9/1/2003	300.36	MISSING
10865	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	MISSING
10875	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	MISSING
10894	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	MISSING
10896	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	MISSING
10901	LAPTOP	HP CONFIG. J	1,463.90	10/1/2003	0.00	MISSING
10974	COMPUTER	HP d530 CMT Base	1,264.00	10/1/2003	0.00	MISSING
11105	COMPUTER	HP d530 CMT Base	1,523.00	10/1/2003	0.00	MISSING
11319	COMPUTER	HP d530 CMT Base	1,249.00	10/1/2003	0.00	MISSING
11335	COMPUTER	MACINTOSH 1.42GHZ DESKTOP	2,351.00	9/1/2003	0.00	MISSING
11564	LAPTOP	COMPUTER	1,898.95	3/1/2004	0.00	MISSING
12262	FURNITURE	LT. PEDESTAL DESK 30X55 TRADIT	2,469.00	10/1/2004	1,058.14	MISSING
12312	COMPUTER	DESKTOP COMPUTER	2,075.43	11/1/2005	0.00	MISSING
12380	MISC	CUSTOM DISPLAY SYSTEM 8FT. WID	6,780.00	8/1/2004	2,905.71	MISSING
12391	AV EQUIP	WIRELESS COLOR CONTROL PANEL	1,719.52	12/1/2004	736.94	MISSING
12427	COMPUTER	COMPUTER MINITOWER	1,295.00	3/1/2005	0.00	MISSING
12442	AV EQUIP	MODERO VEIWPPOINT TOUCH PANEL	2,942.00	4/1/2005	1,681.14	MISSING

12443	AV EQUIP	TABLE TOP DO STATION	1,428.57	4/1/2005	816.33	MISSING
12449	AV EQUIP	CHIEF PPD VIDEO CART	1,366.25	4/1/2005	780.71	MISSING
12800	MISC	8' CURVED POP UP DISPLAY W FRA	3,550.00	5/1/2005	2,028.57	MISSING
12939	COMPUTER	COMPUTER/P4	1,278.94	8/1/2005	0.00	MISSING
12973	AV EQUIP	PROJECTOR	2,679.00	9/1/2005	1,148.14	MISSING
12990	AV EQUIP	SMART SYMPODIUM	1,799.00	9/1/2005	771.00	MISSING
13002	AV EQUIP	SWITCHER	1,041.00	9/1/2005	446.14	MISSING
13009	AV EQUIP	SWITCHER	1,041.00	9/1/2005	446.14	MISSING
13018	AV EQUIP	SWITCHER	1,041.00	9/1/2005	446.14	MISSING
13057	AV EQUIP	VISUAL PRESENTER	2,279.94	9/1/2005	977.12	MISSING
13225	LAPTOP	LAPTOP COMPUTER	2,042.96	10/1/2005	0.00	MISSING
13226	LAPTOP	LAPTOP COMPUTER	2,042.96	10/1/2005	0.00	MISSING
13230	LAPTOP	LAPTOP COMPUTER	2,042.96	10/1/2005	0.00	MISSING
13273	LAPTOP	LAPTOP COMPUTER	2,090.36	11/1/2005	0.00	MISSING
13274	LAPTOP	LAPTOP COMPUTER	2,090.36	11/1/2005	0.00	MISSING
13275	LAPTOP	LAPTOP COMPUTER	2,090.36	11/1/2005	0.00	MISSING
13276	LAPTOP	LAPTOP COMPUTER	2,090.36	11/1/2005	0.00	MISSING
13277	LAPTOP	LAPTOP COMPUTER	2,090.36	11/1/2005	0.00	MISSING
13278	LAPTOP	LAPTOP COMPUTER	2,090.36	11/1/2005	0.00	MISSING
13279	LAPTOP	LAPTOP COMPUTER	2,090.36	11/1/2005	0.00	MISSING
13280	LAPTOP	LAPTOP COMPUTER	2,090.36	11/1/2005	0.00	MISSING
13281	LAPTOP	LAPTOP COMPUTER	2,090.36	11/1/2005	0.00	MISSING
13282	LAPTOP	LAPTOP COMPUTER	2,090.36	11/1/2005	0.00	MISSING
13625	COMPUTER	ULTRA SMALL FORM COMPUTERS	1,065.03	6/1/2006	355.01	MISSING
13632	COMPUTER	ULTRA SMALL FORM COMPUTERS	1,065.03	6/1/2006	355.01	MISSING
13698	LAPTOP	LAPTOP COMPUTER	1,686.96	6/1/2006	562.32	MISSING
13702	AV EQUIP	DATA PROJECTOR	2,086.00	6/1/2006	1,192.00	MISSING
13734	AV EQUIP	DATA PROJECTOR	2,086.00	6/1/2006	1,192.00	MISSING
13742	AV EQUIP	INTERACTIVE WHITEBOARD	1,399.00	6/1/2006	799.43	MISSING
14391	PRINTER	COLOR LASER PRINTER	1,171.00	6/1/2006	669.14	MISSING
1427	PHOTO EQU	CAMERA, W/ZOOM	1,345.00	7/1/1990	0.00	STOLEN
6139	AV EQUIP	PROJECTOR,LCD,SHARP	4,286.70	9/1/1998	0.00	STOLEN
8493	COMM EQUIP	PORTABLE RADIO	2,556.40	5/1/2001	0.00	STOLEN
9093	LAPTOP	DELL LAPTOP 850MHZ 256MB/20GB	1,952.00	6/1/2001	0.00	STOLEN
9097	LAPTOP	DELL LAPTOP 850MHZ 256MB/20GB	1,952.00	6/1/2001	0.00	STOLEN
9250	AV EQUIP	LCD PROJECTOR SHARP	3,929.00	8/1/2001	0.00	STOLEN
9252	AV EQUIP	LCD PROJECTOR SHARP	3,929.00	8/1/2001	0.00	STOLEN
9645	COMPUTER	LAPTOP PIII 256MGB/30GB/MODEM/	2,175.00	4/1/2002	0.00	STOLEN
10062	COMPUTER	DELL C840	2,045.00	7/1/2002	0.00	STOLEN
10099	COMPUTER	DELL GX240-DHM	1,002.00	8/1/2002	0.00	STOLEN
10230	COMPUTER	DELL GX240-DHM	1,002.00	8/1/2002	0.00	STOLEN
10512	COMPUTER	DELL GX240-DHM	1,881.91	3/1/2003	0.00	STOLEN
10603	AV EQUIP	LCD PROJECTOR	3,246.75	6/1/2003	0.00	STOLEN
10613	AV EQUIP	COLOR TOUCH PANEL	2,441.00	9/1/2003	697.43	STOLEN
10860	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	STOLEN
10864	LAPTOP	HP NX9010	1,463.90	10/01/2003	0.00	STOLEN
10866	LAPTOP	HP NX9010	1,463.90	10/01/2003	0.00	STOLEN
10868	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	STOLEN
10871	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	STOLEN
10878	LAPTOP	HP NX9010	1,463.90	10/01/2003	0.00	STOLEN
10885	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	STOLEN
10887	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	STOLEN
10889	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	STOLEN

10905	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	STOLEN
10915	LAPTOP	HP NX9010	1,463.90	10/1/2003	0.00	STOLEN
11346	COMPUTER	MACINTOSH Desktop - Dual Proce	1,929.99	9/1/2003	0.00	STOLEN
11794	AV EQUIP	SMART SYMPODIUM	1,999.00	7/1/2004	856.71	STOLEN
11920	COMPUTER	COMPUTER	1,676.00	3/1/2005	558.67	STOLEN
12360	LAPTOP	LAPTOP COMPUTER 2.80GHZ/P4/14.	1,141.68	10/01/2004	0.00	STOLEN
12971	AV EQUIP	PROJECTOR	2,679.00	9/1/2005	1,530.86	STOLEN
12974	AV EQUIP	PROJECTOR	2,679.00	9/1/2005	1,530.86	STOLEN
13091	AV EQUIP	PROJECTOR	2,679.00	9/1/2005	1,530.86	STOLEN
13100	AV EQUIP	PROJECTOR	2,679.00	9/1/2005	1,530.86	STOLEN
13129	LAPTOP	PM760/LAPTOP	1,803.06	9/1/2005	601.02	STOLEN
13301	COMPUTER	DESKTOP COMPUTER MICROTOWER	1,000.50	12/1/2005	333.50	STOLEN
13446	AV EQUIP	POWER AMPLIFIER	1,140.00	2/1/2006	814.29	STOLEN
13496	LAPTOP	DELL LATITUDE	1,903.99	4/1/2006	634.66	STOLEN
13498	LAPTOP	DELL LATITUDE	1,903.99	4/1/2006	634.66	STOLEN
13502	LAPTOP	DELL LATITUDE	1,903.99	4/1/2006	634.66	STOLEN
13515	AV EQUIP	AV SWITCH	1,069.20	06/01/2006	763.71	STOLEN
14497	LAPTOP	DELL LATITUDE	1,909.17	1/1/2007	1,272.78	STOLEN
14501	LAPTOP	DELL LATITUDE	1,909.17	1/1/2007	1,272.78	STOLEN
14503	LAPTOP	DELL LATITUDE	1,909.17	1/1/2007	1,272.78	STOLEN
14506	LAPTOP	DELL LATITUDE	1,909.17	1/1/2007	1,272.78	STOLEN
14769	AV EQUIP	PROJECTOR	1,616.00	6/1/2007	1,385.14	STOLEN
15306	AV EQUIP	PROJECTOR	1,380.00	7/1/2007	1,182.86	STOLEN
			261,743.93		41,507.55	