



Materials Management
Purchasing Department
101 Old Venice Road, Osprey, FL 34229
Phone 941-486-2183 ▪ Fax 941-486-2188
SarasotaCountySchools.net

MEMORANDUM

TO: Members of the School Board
Terrence Connor, Superintendent
Bonnie Penner, Assistant Superintendent Chief Financial Officer

FROM: Tracy Brizendine, Director of Materials Management

**TITLE: APPROVAL OF CLASSIFICATION OF INOPERABLE EQUIPMENT
AND FURNITURE AS PROPERTY TO BE DELETED**

DESCRIPTION: Pursuant to School board Policy 7.75 - Obsolete, uneconomical or inefficient surplus property which serves no useful purpose may be disposed of in accordance with state law and regulations. Prior to disposal, reasonable attempts should be made to salvage all or part of any item of property for school use. When it is no longer practical that property be retained, the property shall be offered for sale by auction to the public at large or otherwise disposed of pursuant to Florida law including donation to other governmental bodies or private nonprofit agencies. Disposal of surplus property purchased with Federal funds shall be undertaken in accordance with Federal procedures. Any remaining surplus property may be declared unusable and disposed of in a reasonable, environmentally sound manner.

GAP ANALYSIS: General Accepted Accounting Principles require that obsolete or unusable equipment be removed from records.

PREVIOUS OUTCOMES: This information is presented on a monthly basis.

EXPECTED OUTCOMES: The board approves the disposal of inoperable equipment and furniture as property to be deleted.

STRATEGIC PLAN GOAL: Pillar 4 Every School Equipped
Priority 4.1 Maintain Sustainable Financial Practices

CONTACT: Tracy Brizendine

FINANCIAL IMPACT: \$140.35

RECOMMENDED MOTION: That the classification of equipment and furniture, as property to be deleted, in an amount of \$140.35 be approved as presented.



July 29, 2024

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MEMORANDUM

TO: Members of the School Board
Terrence Connor, Superintendent
Bonnie Penner, Assistant Superintendent Chief Financial Officer

FROM: Cindy Beck, Purchasing & Fixed Asset Accounting Manager

DATE: July 29, 2024

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 (Asset No) – 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 (In-Srvc Dt) - This column indicates the year the item was acquired.

Acquisition Cost (Acq 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 (Retire Rsn) - 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 \$1000 will be recycled, sold at auction, or otherwise disposed of.

CB
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: SARASOTA HIGH

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0051	0051	135041	COMPUTER TABLE	0110		06/11/2007	1,033.60	0.00	07/17/2024	Unusable-Deteriorated/Damaged	
0051	0051	135044	COMPUTER TABLE	0110		06/11/2007	1,033.60	0.00	06/18/2024	Obsolete	
0051	0051	135045	COMPUTER TABLE	0110		06/11/2007	1,033.60	0.00	07/17/2024	Unusable-Deteriorated/Damaged	
0051	0051	135046	COMPUTER TABLE	0110		06/11/2007	1,033.60	0.00	07/17/2024	Unusable-Deteriorated/Damaged	
0051	0051	135051	COMPUTER TABLE	0110		06/11/2007	1,033.60	0.00	06/18/2024	Obsolete	
0051	0051	135052	COMPUTER TABLE	0110		06/11/2007	1,033.60	0.00	06/18/2024	Obsolete	
** 0051 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						6	6,201.60	0.00			

COST CENTER: BOOKER HIGH

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0085	0085	201658	ACTIVPANEL	0188	PROMETHEAN	05/20/2015	4,466.80	0.00	06/27/2024	Unusable-Deteriorated/Damaged	
0085	0085	190290	MOBILE LAPTOP CART	0176	HP	08/04/2014	1,936.00	0.00	06/27/2024	Unusable-Deteriorated/Damaged	
0085	9029	81237	DOUBLE VACUUM	0543	HOOVER	03/29/1995	855.00	0.00	06/25/2024	Obsolete	
** 0085 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						3	7,257.80	0.00			

COST CENTER: GOCIO ELEMENTARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0261	0261	172870	CABINET, MOBILE STORAGE	0161		10/15/2012	992.40	0.00	07/25/2024	Obsolete	
** 0261 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						1	992.40	0.00			

COST CENTER: SUNCOAST TECHNICAL COLLEGE

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0391	0391	160275	NURSING ANNE	0743	LAERDAL	01/27/2011	3,550.97	0.00	07/24/2024	Unusable-Deteriorated/Damaged	
0391	0391	160301	VITALSIM CONTROL UNIT	0743	LAERDAL	01/27/2011	1,953.60	0.00	07/24/2024	Unusable-Deteriorated/Damaged	
0391	0391	160309	VITALSIM CONTROL UNIT	0743	LAERDAL	01/27/2011	1,953.60	0.00	07/24/2024	Unusable-Deteriorated/Damaged	

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: SUNCOAST TECHNICAL COLLEGE CONTINUED

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0391	0391	160350	VITALSIM CONTROL UNIT	0743	LAERDAL	01/27/2011	1,953.60	0.00	07/24/2024	Unusable-Deteriorated/Damaged	
0391	0391	191385	MANNEQUIN	0743	NASCO	11/03/2014	1,192.50	0.00	06/20/2024	Unusable-Deteriorated/Damaged	
0391	0391	212979	AUTOPSY CADAVER, MALE	0743		02/16/2017	1,684.16	140.35	06/24/2024	Unusable-Deteriorated/Damaged	
** 0391 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						6	12,288.43	140.35			

COST CENTER: GLENALLEN ELEMENTARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0461	0461	7025948	TABLET, PROBOOK 11	0357	HP	09/01/2021	760.50	0.00	06/26/2024	Not Economical to Repair	
** 0461 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						1	760.50	0.00			

COST CENTER: LAKEVIEW ELEMENTARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0471	0471	201803	ACTIVPANEL	0188	PROMETHEAN	05/20/2015	4,466.80	0.00	07/22/2024	Obsolete	
0471	0471	201084	ACTIVPANEL	0188	PROMETHEAN	01/29/2015	4,412.26	0.00	07/22/2024	Obsolete	
** 0471 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						2	8,879.06	0.00			

COST CENTER: TAYLOR RANCH ELEMENTARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
0491	9029	144810	FLOOR SWEEPER	0544	TOMCAT	02/25/2009	4,772.00	0.00	06/24/2024	Obsolete	
0491	9029	69119	LIFT	0611	GENIE	10/17/1991	4,000.00	0.00	06/24/2024	Obsolete	
** 0491 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						2	8,772.00	0.00			

COST CENTER: LAUREL NOKOMIS

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1211	1211	201876	ACTIVPANEL	0188	PROMETHEAN	05/20/2015	4,216.80	0.00	06/26/2024	Not Economical to Repair	
** 1211 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						1	4,216.80	0.00			

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: NORTH PORT HIGH

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1251	1251	204422	TABLET PC	0397	MICROSOFT	12/09/2015	975.46	0.00	07/22/2024	Obsolete	
** 1251 TOTAL **					NO. OF ITEMS		ACQ COST	CURR VAL			
					1		975.46	0.00			

COST CENTER: HERON CREEK MIDDLE

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1261	1261	201806	ACTIVPANEL	0188	PROMETHEAN	05/20/2015	4,466.80	0.00	06/18/2024	Unusable-Deteriorated/Damaged	
** 1261 TOTAL **					NO. OF ITEMS		ACQ COST	CURR VAL			
					1		4,466.80	0.00			

COST CENTER: WOODLAND MIDDLE

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1291	1291	141715	FILE CABINET, FIREPROOF	0151	HON	01/25/2008	1,078.86	0.00	06/18/2024	Obsolete	
1291	1291	141714	FILE CABINET, FIREPROOF	0151	HON	01/25/2008	1,078.86	0.00	06/18/2024	Obsolete	
1291	1291	141713	FILE CABINET, FIREPROOF	0151	HON	01/25/2008	1,078.86	0.00	06/18/2024	Obsolete	
1291	1291	141712	FILE CABINET, FIREPROOF	0151	HON	01/25/2008	1,078.86	0.00	06/18/2024	Obsolete	
1291	1291	141710	FILE CABINET, FIREPROOF	0151	HON	01/25/2008	1,078.86	0.00	06/18/2024	Obsolete	
1291	1291	141701	FILE CABINET, FIREPROOF	0151	HON	01/25/2008	1,078.86	0.00	06/18/2024	Obsolete	
1291	1291	141700	FILE CABINET, FIREPROOF	0151	HON	01/25/2008	1,078.86	0.00	06/18/2024	Obsolete	
1291	1291	141699	FILE CABINET, FIREPROOF	0151	HON	01/25/2008	1,078.86	0.00	06/18/2024	Obsolete	
1291	1291	141698	FILE CABINET, FIREPROOF	0151	HON	01/25/2008	1,078.86	0.00	06/18/2024	Obsolete	
** 1291 TOTAL **					NO. OF ITEMS		ACQ COST	CURR VAL			
					9		9,709.74	0.00			

COST CENTER: LAMARQUE ELEMENTARY

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1341	1341	204492	CONTROL PANEL	0239	NEWTEK	01/06/2016	2,763.75	0.00	06/25/2024	Obsolete	

FIXED ASSET RECORD DELETE

FURNITURE, FIXTURES, AND EQUIPMENT DELETION REPORT

COST CENTER: LAMARQUE ELEMENTARY CONTINUED

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
1341	1341	212328	LASERJET PRINTER	0362	HP	09/16/2016	1,458.29	0.00	06/20/2024	Obsolete	
** 1341 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						2	4,222.04	0.00			

COST CENTER: TRANSPORTATION SERVICES

CC#	LOC	ASSET NO	DESCRIPTION	CLASS	MFR	IN-SRVC DT	ACQ COST	CURR VAL	RETIRE DT	RETIRE RSN	POLICE CASE#
9030	9030	212055	DIGITAL MOBILE RADIO	0242	MOTOROLA	08/26/2016	2,721.78	0.00	07/17/2024	Unaccounted For	Case#20232108
9030	9030	69864	WELDER IDEALARC	0634	LINCOLN	01/21/1992	965.70	0.00	06/24/2024	Obsolete	
9030	9030	77024	BRAKE DRUM MOVER	0637	BACK BUDDY	05/03/1993	1,195.00	0.00	06/24/2024	Obsolete	
9030	9030	91518	AIR LIFT - PORTABLE	0611	GRAY	04/29/1999	1,295.00	0.00	06/24/2024	Obsolete	
9030	9030	160439	2-CHANNEL CAMERA	0235	SEON	10/20/2010	1,014.00	0.00	07/08/2024	Obsolete	
9030	9030	160440	2-CHANNEL CAMERA	0235	SEON	10/20/2010	1,014.00	0.00	07/08/2024	Obsolete	
9030	9030	160444	2-CHANNEL CAMERA	0235	SEON	10/20/2010	1,014.00	0.00	07/08/2024	Obsolete	
9030	9030	160445	2-CHANNEL CAMERA	0235	SEON	10/20/2010	1,014.00	0.00	07/08/2024	Obsolete	
9030	9030	189916	LUGGAGE BOX	0671	MATTHEWS	02/13/2014	1,513.80	0.00	07/22/2024	Obsolete	
** 9030 TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						9	11,747.28	0.00			

** GRAND TOTAL **						NO. OF ITEMS	ACQ COST	CURR VAL			
						44	80,489.91	140.35			

FIXED ASSETS RETIREMENT REPORT

FOR ALL FY

ITEM NO	DESCRIPTION	TYPE	CLASS	CAMPUS	IN-SERVICE DATE	RETIRE DATE	RETIRE CD	EXTENDED COST	ACCUM DEPRECIATION
[1027] CLASS CODE									
50003599	20 X 34 ALUM STORAGE BLDGPROJECT 4623	I	1027	1261	04/16/2004	12/12/2023	NE	7,842.00	7,547.93
** [1027] TOTAL **		TOTAL ITEMS						EXTENDED COST	ACCUM DEPRECIATION
		1						7,842.00	7,547.93
<hr/>									
[1032] CLASS CODE									
50000572	PORTABLE #99-677	B	1032	1341	06/30/1999	12/12/2023	NE	46,198.84	46,198.84
** [1032] TOTAL **		TOTAL ITEMS						EXTENDED COST	ACCUM DEPRECIATION
		1						46,198.84	46,198.84
<hr/>									
** GRAND TOTAL **		TOTAL ITEMS						EXTENDED COST	ACCUM DEPRECIATION
		2						54,040.84	53,746.77