



OFFICE OF INTERNAL AUDIT

Stan Sewell, City Auditor

MEMORANDUM

To: Councilman Larry Grohn
From: Stan Sewell, City Auditor
Date: August 6, 2013
Re: Recreation Center Sensitive Minor Equipment Inventory

At your request, we have performed an analysis and physical inventory of sensitive minor equipment (SME) used at the City recreation centers. During our review, we removed all furnishings from the inventory listings and concentrated on items more susceptible to theft. This memorandum contains a summary of the relevant policies, observed practices and noted deficiencies. To provide further detail, I have attached an inventory analysis summary (see Attachment 1) and a listing of inventory items we did not locate during the review (see Attachment 2).

BACKGROUND

The *Internal Control and Compliance Manual for Tennessee Municipalities* requires “a record of moveable, high-risk, sensitive property, such as TVs, cameras, chainsaws, tools, lawn mowers, and small office machines, as well as furnishings and works of art, be established and maintained. An annual physical inventory should be performed and documented in the municipality’s records. All such items should be tagged or marked to identify them as municipal property immediately following the purchase of such items.” The inventory records should be retained a minimum of 5 years.

City Code Section 2-5 states, “Each department and agency of the city shall, under the supervision of the city finance officer, keep a perpetual inventory of the city property under its control, and shall furnish such reports in relation thereto as the city finance officer may require.”

In November 2009, the Internal Audit Division released an audit on the Sensitive Equipment Policy (Audit Report 09-13). The audit found Citywide policies and procedures were needed to ensure proper safeguarding of sensitive minor equipment. In response to our audit findings and recommendations, the City Finance department issued policies and procedures in late December 2009 requiring a physical inventory be performed in January of each year. Updated inventory listings are due to Finance annually by February 1st.

The Finance department policy also requires each City department to designate an individual with responsibility for compliance and regular maintenance of all SME information, including: establishing a list of SME, continuously updating the listing for acquisitions/removals, and performing physical inventories (noting additions and deletions). The annual physical inventory is to be signed and certified as accurate by the applicable director or administrator.

The initial SME inventory list from Parks and Recreation department was provided to Finance department in June 2010. The current year recreation inventory list (2013) was submitted via email from Adrian Hayes on March 22, 2013.

CONCLUSIONS

The 2013 SME inventory list provided to Finance by the Parks and Recreation Department included 930 items. As shown in Exhibit 1, our review of recreation's purchase card statements (dated January 2011 through May 2013) identified 345 items valued at \$38,600 not included on the 2013 annual inventory listing. Of the total 1,275 inventory items, we were unable to locate 347 items (27.2%). During our site visits, staff explanations for missing items included surplus, disposal or stolen. Police reports were provided for several stolen items. However, the majority of missing items lacked any documentation of disposal.

Exhibit 1: Inventory Analysis Summary

Number items on original SME (1)	930
Number items added via P-Card review	345
<hr/>	
Total items expected to locate	1,275
Number items missing	347
Percentage of items missing	27.2%
Number items added during site visits	697

(1) Items labeled as furnishings were removed from the listing

While conducting physical inventories at the 15 recreation centers and the Prevention and Youth Development Center, the audit team added an additional 697 inventory items (present but not included on inventory list provided to Finance). In addition, we found 74% of these were not tagged.

Based on discussions with recreation staff and our review, we noted the following compliance and procedural issues:

- Physical inventory was not conducted at the recreation centers prior to the March 2013 submission to the Finance Department;
- SME inventory is not tagged immediately upon purchase;
- The inventory list is not continuously updated for acquisitions and removals;
- Transfers of equipment between centers are not documented and recorded in the inventory list;
- Disposal and surplus of sensitive minor equipment were not always documented and recorded in the inventory list;
- City policies and procedures for transfer, disposal and surplus property were not followed;
- Recreation staff are not properly informed or trained regarding responsibility of tagging, documenting surplus/transfers/disposals, and performing physical inventories;
- Tags used to identify SME property included on the list were not on the specified items;
- Tag numbers on the item did not correspond to tag numbers in the inventory list;
- Required information (e.g. serial numbers, acquisition cost) was not always documented in the inventory list;
- The annual physical inventory was not signed and certified; and,
- The annual inventory control sheet recommended by Finance was not used.

Given its environment of purchasing items highly susceptible to theft (e.g. cameras, video games, game systems), the department should exercise extreme diligence in administering the SME inventory policies and procedures. It is evident to date the inventory system has not been properly maintained. To assist the recreation department going forward, we have provided, in a separate transmittal, the SME inventory list compiled by our audit team (see attached memo).

The issues discussed in this memorandum are not the result of an audit performed in accordance with generally accepted government auditing standards. Had we performed such an audit, additional issues might have been reported. The purpose of this memorandum is to provide City Council with information it may deem useful.

cc: Mayor Andy Berke
Travis McDonough, Chief of Staff
Andrew Kean, Chief Operating Officer
Lurone Jennings, Youth and Family Development Administrator

Attachments

Attachment 1: Inventory Analysis Summary

Recreation Center	# Items on Original SME (1)	# Items Added via P-Card Review	Value of P-Card Additions	Total # Items Expected to Locate	# Items Missing and Not Located	% Not Located	# Items Added During Site Visit
Avondale	55	25	\$ 1,347.03	80	15	18.8%	26
Brainerd	65	16	\$ 2,161.02	81	24	29.6%	41
Carver	66	26	\$ 1,595.09	92	7	7.6%	85
E. Chattanooga	45	22	\$ 2,365.30	67	16	23.9%	36
E. Lake	36	7	\$ 576.47	43	10	23.3%	5
Eastdale	113	22	\$ 3,815.85	135	57	42.2%	42
FB Wyatt	15	1	\$ 29.99	16	2	12.5%	17
Glenwood	67	5	\$ 1,298.11	72	5	6.9%	16
Hixson	7	35	\$ 3,041.66	42	1	2.4%	67
JA Patten	53	3	\$ 1,031.97	56	15	26.8%	21
N. Chattanooga	48	4	\$ 188.82	52	12	23.1%	42
S. Chatt YDPC	23	59	\$ 8,451.73	82	17	20.7%	98
S. Chattanooga	139	4	\$ 285.16	143	54	37.8%	27
Shepherd	44	17	\$ 2,632.32	61	9	14.8%	67
Tyner	22	26	\$ 1,875.82	48	7	14.6%	50
Washington Hills	41	8	\$ 672.75	49	15	30.6%	53
Watkins St. - Admin	57	54	\$ 6,248.27	111	54	48.6%	0
Westside	34	11	\$ 1,026.54	45	27	60.0%	4
	930	345	\$ 38,643.90	1275	347	27.2%	697

(1) Our special project did not include inventory items labeled as "furnishings".

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
108	Avondale RC	LRAV058	Audio/Visual Equip.	Television	RCA	F362CB060	7.15.13 - Per staff surplus	5/31/2010			
201	Avondale RC	LRAV054	Office Equip.	Computer: CPU	HP: Thin Client	MXV71003Z7	7.15.13 - Per staff surplus	5/31/2010			
216	Avondale RC	LRAV029	Office Equip.	Telephone	AT&T CL2939	HL503032089	7.15.13 - Per staff surplus	5/31/2010			
70	Avondale RC	L002794	Audio/Visual Equip.	Game System	Microsoft Xbox 360 w/Kinect	185505410908	7.15.13 - Per staff stolen; sept 2012	8/13/2011	ck# 2038487 - Radio Shack	6/9/2011	300
218	Avondale RC	L000052	Recreational Equip.	Billiard Table	Fat Cat		7.15.13 - Per staff broken	5/31/2010			
61	Avondale RC	L000049	Audio/Visual Equip.	Boom Box	RCA	140984	7.15.13 - Per staff surplus	5/31/2010			
60	Avondale RC	L000048	Audio/Visual Equip.	Boom Box	JVC	169F1553	7.15.13 - Per staff surplus	5/31/2010			
193	Avondale RC	L000028	Fitness Equip.	Bench Press			7.15.13 - Transfer to Eastdale - 2 yrs ago per staff; 7.23.13 - Not located at SC by IA	5/31/2010			
35	Avondale RC	L000006	Appliances	Refrigerator	Hotpoint OTX14AYXMRWH	GS776832	7.15.13 - Per staff surplus	5/31/2010			
62	Avondale RC		Audio/Visual Equip.	Camera	Digital		6.30.13 - Walmart by G. Perry; 7.15.13 - Per Perry - never seen	06/30/2013	5518 - E. Jelinski	6/23/2011	49
64	Avondale RC		Audio/Visual Equip.	Camera	Kodak C310 AIO		6.30.13 - Walmart; 7.15.13 - Per Perry - never seen	06/30/2013	7836 - G. Hayes	1/28/2012	79
67	Avondale RC		Audio/Visual Equip.	Game Controller	Xbox 360 Wireless Controller - Black		7.15.13 - Per staff stolen; sept 2012	06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	44
68	Avondale RC		Audio/Visual Equip.	Game Sys Accessory	360 Access		6.30.13 - Walmart; 7.15.13 - Per staff stolen; sept 2012	06/30/2013	7836 - G. Hayes	1/28/2012	50
69	Avondale RC		Audio/Visual Equip.	Game Sys Accessory	360 Access		6.30.13 - Walmart; 7.15.13 - Per staff stolen; sept 2012	06/30/2013	7836 - G. Hayes	1/28/2012	50
73	Avondale RC		Audio/Visual Equip.	SD Card	4GB 2 Pk		6.30.13 - Walmart by G. Perry; 7.15.13 - Per Perry - never seen?	06/30/2013	5518 - E. Jelinski	6/23/2011	16
432	Brainerd RC	LRBC065	Fitness Equip.	Butter Fly Machine	Pro Maxima	P-130A		5/31/2010			
441	Brainerd RC	LRBC018	Office Equip.	Computer	HP: KB0316	BC2AA0BG		5/31/2010			
467	Brainerd RC	LRBC014	Office Equip.	Computer: CPU	HP: Thin Client	MX7100326		5/31/2010			
469	Brainerd RC	LRBC016	Office Equip.	Computer: CPU	HP: Thin Client	MXV710033XyS		5/31/2010			
470	Brainerd RC	LRBC017	Office Equip.	Computer: CPU	HP: Thin Client	KBBC2AA0E		5/31/2010			
478	Brainerd RC	LRBC003	Office Equip.	Computer: Monitor	Triview/Action Alarm	SNO64313373		5/31/2010			
479	Brainerd RC	LRBC005	Office Equip.	Computer: Monitor	Delta Vision: VC15HR	100-240VAC	7.9.13 - Per staff broken & replaced	5/31/2010			
492	Brainerd RC	LRBC008	Office Equip.	Computer: Printer	HP Deskjet	7954539R		5/31/2010			
493	Brainerd RC	LRBC019	Office Equip.	Computer: Printer	HP: Laserjet 1022	VNB3N01876		5/31/2010			
409	Brainerd RC	LRBC004	Audio/Visual Equip.	DVD Security Play Back System	Speco Technology			5/31/2010			
608	Brainerd RC	LRBC071	Recreational Equip.	Floor Tarp	Porter: 6 Rools			5/31/2010			

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
414	Brainerd RC	LRBC093	Audio/Visual Equip.	Game System	Sony Playstation P-27435655-J	CE736415703	7.31.13 - Same serial # as Tag# L001339	5/31/2010			
301	Brainerd RC	LRBC032	Appliances	Microwave	R-202-EW	51151		5/31/2010			
433	Brainerd RC	LRBC064	Fitness Equip.	Rowing Machine	Concept II	192719		5/31/2010			
434	Brainerd RC	LRBC068	Fitness Equip.	Sitdown/Stepper	Nuster	411637		5/31/2010			
435	Brainerd RC	LRBC066	Fitness Equip.	Stair Master	Strastus			5/31/2010			
613	Brainerd RC	LRBC073	Recreational Equip.	Table: Table Tennis	Salvage			5/31/2010			
423	Brainerd RC	LRBC029	Audio/Visual Equip.	Television	RCA: C094MWM	T20064		5/31/2010			
424	Brainerd RC	LRBC030	Audio/Visual Equip.	Television	RCA: BD201T10	C115DB175		5/31/2010			
436	Brainerd RC	LRBC067	Fitness Equip.	Treadmill	Quinton	2601-1		5/31/2010			
405	Brainerd RC	LRBC035	Appliances	Washer	Whirlpool: Quiet PartnerI			5/31/2010			
408	Brainerd RC	L001338	Audio/Visual Equip.	Digital Picture Frame	Sunpak	9072920506		10/27/2010			
413	Brainerd RC	L001339	Audio/Visual Equip.	Game System	Sony Playstation 3	CE736415703	7.31.13 - Same serial # as Tag# LRBC093	10/27/2010			
411	Brainerd RC		Audio/Visual Equip.	Game Controller	Xbox 360 Wireless Controller - Black		7.9.13 - Per staff only knew of 2 controllers	06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	44
860	Carver RC	LRCA012	Office Equip.	Computer: CPU	HP Thin Client: L1706	CNN72020WP	7.13.13 - Per staff surplus	5/31/2010			
861	Carver RC	LRCA013	Office Equip.	Computer: CPU	HP Thin Client: L1706	CNN72021LRZ	7.13.13 - Per staff surplus	5/31/2010			
862	Carver RC	LRCA014	Office Equip.	Computer: CPU	HP Thin Client: L1706	CNN27020PZ	7.13.13 - Per staff surplus	5/31/2010			
870	Carver RC	LRCA020	Office Equip.	Computer: Printer	HP DeskJet 940c	MX19Q6D165	7.13.13 - Per staff surplus	5/31/2010			
877	Carver RC	LRCA072	Recreational Equip.	Foosball Table	Game Craft			5/31/2010			250
995	Carver RC		Office Equip.	USB Adapter	N150 Wireless USB Adapter (10 purchased)		6.30.13 - Best Buy by Martin; 7.13.13 - Per staff never seen	06/30/2013	11313 - G. Hayes	3/19/2013	300
996	Carver RC		Office Equip.	USB Adapter	N150 Wireless USB Adapter (5 purchased)		6.30.13 - Best Buy by Martin; 7.13.13 - Per staff never seen	06/30/2013	11313 - G. Hayes	3/19/2013	150
1240	E. Chatt RC	LREC053	Recreational Equip.	Air Hockey Table			7.15.13 - Per staff - transfer to S. Chatt	5/31/2010		1/1/1996	400
1246	E. Chatt RC	LREC061	Tools	Dolly				5/31/2010		4/1/2005	100
1123	E. Chatt RC	LREC002	Appliances	Microwave	GE	SG943251U	7.15.13 - Per staff surplus	5/31/2010		6/9/2010	100
1156	E. Chatt RC	LREC004	Appliances	Refrigerator	GE FZ571361	City Tag #303547	7.15.13 - Per staff surplus	5/31/2010		6/3/2010	200
1160	E. Chatt RC	LREC006	Appliances	Stove	GE	317B6641P001	7.15.13 - Per staff surplus	5/31/2010		8/2/2010	300
1164	E. Chatt RC		Audio/Visual Equip.	Boom Box	CD Boombox		6.30.13 - Walmart by R. Drake; 7.15.13 - Per staff - surplus	06/30/2013	5518 - G. Hayes	6/7/2011	50

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
1165	E. Chatt RC		Audio/Visual Equip.	Camera	Nikon L24		6.30.13 - Walmart by R. Drake; 7.15.13 - Per S. Smith - hadn't seen in few months	06/30/2013	5518 - G. Hayes	6/7/2011	107
1167	E. Chatt RC		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black		7.15.13 - Per staff stolen	06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
1168	E. Chatt RC		Audio/Visual Equip.	Game Controller	Xbox 360 Wireless Controller - Black		7.15.13 - Per staff stolen	06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	44
1169	E. Chatt RC		Audio/Visual Equip.	Game Controller	Xbox 360 Wireless Controller - Black		7.15.13 - Per staff stolen	06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	44
1170	E. Chatt RC		Audio/Visual Equip.	Game Sys Accessory	Wii 2X Charger (2)		6.30.13 - Walmart by R. West; 7.15.13 - Per staff stolen	06/30/2013	6514 - G. Hayes	9/16/2011	40
1171	E. Chatt RC		Audio/Visual Equip.	Game Sys Accessory	Wii Access @ \$39.96 ea and 3 Wii Access @ 19.96 ea (3)		6.30.13 - Walmart by R. West	06/30/2013	6514 - G. Hayes	9/16/2011	180
1178	E. Chatt RC		Audio/Visual Equip.	Stereo	Sony		6.30.13 - Walmart by Shay Smith; 7.15.13 - Per Shay - one returned; but didn't locate credit to credit card	06/30/2013	4897 - G. Hayes	4/8/2011	99
1238	E. Chatt RC		Office Equip.	Telephone	Dect 6.0 4HS	2GBQA041531	6.30.13 - Walmart by R. West; 7.15.13 - Per staff never received	06/30/2013	9854 - G. Hayes	8/28/2012	90
1239	E. Chatt RC		Office Equip.	USB Drive	8GB Store n Go		6.30.13 - COS; 7.15.13 - Per staff not received	06/30/2013	4348 - G. Hayes	2/3/2011	30
1202	E. Chatt RC		Audio/Visual Equip.	Video Game	360 Game		6.30.13 - Walmart	06/30/13	7289 - G. Hayes	12/9/2011	30
1328	E. Lake RC	LREL005	Office Equip.	Computer: Printer	HP Panasonic	7AW015351		5/31/2010			
1259	E. Lake RC	LREL009	Appliances	Refrigerator	Estate Whirlpool			5/31/2010			
1330	E. Lake RC	LREL021	Office Equip.	Telephone	Uniden			5/31/2010			
1287	E. Lake RC	L000043	Audio/Visual Equip.	Television	Sharp	204B43276		5/31/2010			
1293	E. Lake RC	LREL038	Fitness Equip.	Treadmill	E-TRAK T700			5/31/2010			
1271	E. Lake RC		Audio/Visual Equip.	Boom Box	unknown - CD Boombox		6.30.13 - Walmart; 7.9.13 - Staff stated never had	06/30/2013	4348 - G. Hayes	2/17/2011	30
1275	E. Lake RC		Audio/Visual Equip.	Game Controller	PS3 Dualshock 3 Wireless Controller			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	49
1279	E. Lake RC		Audio/Visual Equip.	Game System	360 Hardware w/ 2 yr svc plan	080908304608	6.30.13 - Walmart by M. Taylor; 7.9.13 - Staff provided incident report	06/30/2013	4348 - G. Hayes	2/4/2011	319
1291	E. Lake RC		Audio/Visual Equip.	Video Game	360 Game		6.30.13 - Walmart by M. Taylor; 7.9.13 - Staff provided incident report	06/30/2013	4348 - G. Hayes	2/4/2011	50
1292	E. Lake RC		Audio/Visual Equip.	Video Game	360 Game		6.30.13 - Walmart by M. Taylor	06/30/2013	4348 - G. Hayes	2/4/2011	50
1344	Eastdale RC	LRED010	Audio/Visual Equip.	AKAI MPC 2500	AKAI	K10612821908947		5/31/2010			
1541	Eastdale RC	LRED065	Office Equip.	Computer: CPU	Dell Deminsion 1100	7LHTP9`	7.8.13 - A. Hayes removed	5/31/2010			

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
1542	Eastdale RC	LRED086	Office Equip.	Computer: CPU	HP Thin Client	MXV710041V	7.8.13 - A. Hayes removed	5/31/2010			
1543	Eastdale RC	LRED087	Office Equip.	Computer: CPU	HP Thin Client	MXV7100422	7.8.13 - A. Hayes removed	5/31/2010			
1544	Eastdale RC	LRED088	Office Equip.	Computer: CPU	HP Thin Client	MXV7100438	7.8.13 - A. Hayes removed	5/31/2010			
1545	Eastdale RC	LRED089	Office Equip.	Computer: CPU	HP Thin Client	MXV7100408	7.8.13 - A. Hayes removed	5/31/2010			
1546	Eastdale RC	LRED090	Office Equip.	Computer: CPU	HP	MXV71003Z4	7.8.13 - A. Hayes removed	5/31/2010			
1547	Eastdale RC	L001302	Office Equip.	Computer: Monitor	Acer	6246J30JA2620	7.8.13 - A. Hayes removed	5/31/2010			
1558	Eastdale RC	L001304	Office Equip.	Dry Easer Board				5/31/2010			
1574	Eastdale RC	L001306	Tools	Fire Extinguisher Box	BadgerER			5/31/2010			
1485	Eastdale RC	L001286	Fitness Equip.	Free Weight				5/31/2010			
1486	Eastdale RC	L001287	Fitness Equip.	Free Weight				5/31/2010			
1487	Eastdale RC	L001288	Fitness Equip.	Free Weight				5/31/2010			
1488	Eastdale RC	L001289	Fitness Equip.	Free Weight				5/31/2010			
1489	Eastdale RC	L001290	Fitness Equip.	Free Weight				5/31/2010			
1490	Eastdale RC	L001291	Fitness Equip.	Free Weight				5/31/2010			
1491	Eastdale RC	L001292	Fitness Equip.	Free Weight				5/31/2010			
1492	Eastdale RC	L001293	Fitness Equip.	Free Weight				5/31/2010			
1338	Eastdale RC	L001300	Appliances	Grill				5/31/2010			
1353	Eastdale RC	LRED016	Audio/Visual Equip.	Headphone	Sennhiser			5/31/2010			
1560	Eastdale RC	LRED078	Office Equip.	Laminator	Ibico	MLG0503		5/31/2010			
1366	Eastdale RC	LRED014	Audio/Visual Equip.	Microphone	AK6 200			5/31/2010			
1369	Eastdale RC	LRED017	Audio/Visual Equip.	Microphone Stand	Peavey			5/31/2010			
1370	Eastdale RC	LRED018	Audio/Visual Equip.	Microphone Stand	Peavey			5/31/2010			
1497	Eastdale RC	LRED039	Fitness Equip.	Multi-Lift Machine	Dynabody		7.8.13 P/U per staff	5/31/2010			
1561	Eastdale RC	L001528	Office Equip.	Podium	Oklahoma Sound Corp			5/31/2010			
1379	Eastdale RC	LRED019	Audio/Visual Equip.	Pop Filter	Stedman			5/31/2010			
1381	Eastdale RC	LRED012	Audio/Visual Equip.	Pre-Amplifier	Focusrite	TMP07751		5/31/2010			
1341	Eastdale RC	LRED030	Appliances	Refrigerator	Hotpoint	DS526833	7.8.13 - T. Broyles removed	5/31/2010			
1390	Eastdale RC	LRED048	Audio/Visual Equip.	Speakers	Cambridge	SW00361392032858		5/31/2010			
1500	Eastdale RC	L001271	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			
1501	Eastdale RC	L001272	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			
1502	Eastdale RC	L001273	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			
1503	Eastdale RC	L001274	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			
1504	Eastdale RC	L001275	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
1505	Eastdale RC	L001276	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			
1506	Eastdale RC	L001277	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			
1507	Eastdale RC	L001278	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			
1509	Eastdale RC	L001280	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			
1510	Eastdale RC	L001281	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			
1511	Eastdale RC	L001282	Fitness Equip.	Steps	Reebok		7.8.13 - Returned to Powerhouse	5/31/2010			
1391	Eastdale RC	LRED008	Audio/Visual Equip.	Studio Monitor	Prokit	HADX001390		5/31/2010			
1392	Eastdale RC	LRED009	Audio/Visual Equip.	Studio Monitor	Prokit	NOSURUL		5/31/2010			
1471	Eastdale RC	LRED021	Audio/Visual Equip.	Studio Monitor	Prokit	HADX005164		5/31/2010			
1480	Eastdale RC	LRED068	Audio/Visual Equip.	Television	Toshiba	86688114	7.8.13 - T. Broyles removed	5/31/2010			
1518	Eastdale RC	LRED032	Fitness Equip.	Treadmill	Gold Gym: 450		7.8.13 - T. Broyles removed	5/31/2010			
1568	Eastdale RC		Recreational Equip.	Cricut	Cricut Expression	B2801100346		06/30/2013	5143 - G. Hayes	4/27/2011	199
1345	Eastdale RC		Audio/Visual Equip.	Duplicator	Echo CD/DVD Duplication Tower	DUP802553436		06/30/2013	5518 - G. Hayes	6/2/2011	429
1346	Eastdale RC		Audio/Visual Equip.	Duplicator	WTS Auto 24x/40x DVD 3 Bay Tower	DUP80258252		06/30/2013	8614 - E. Jelinski	5/3/2012	379
1350	Eastdale RC		Audio/Visual Equip.	Game Controller	Xbox 360 Wireless Controller - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	44
1351	Eastdale RC		Audio/Visual Equip.	Game Controller	Xbox 360 Wireless Controller - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	44
1363	Eastdale RC		Audio/Visual Equip.	Microphone	Sterling Audio ST55/GT55 Cndsr Mic		6.30.13 - Guitar Ctr.	06/30/2013	8614 - E. Jelinski	4/27/2012	150
1357	Eastdale RC		Audio/Visual Equip.	Microphone Stand	Proline Desk Boom Mic Stand (2)		6.30.13 - Guitar Ctr.	06/30/2013	8614 - E. Jelinski	4/27/2012	43
1388	Eastdale RC		Audio/Visual Equip.	Speaker	Mackie MR8 MK2 8" Powered Studio Monitor	ADNZ0084	6.30.13 - Guitar Ctr	06/30/2013	8614 - E. Jelinski	4/26/2012	212
1389	Eastdale RC		Audio/Visual Equip.	Speaker	Mackie MR8 MK2 8" Powered Studio Monitor	ANDZ0065	6.30.13 - Guitar Ctr	06/30/2013	8614 - E. Jelinski	4/26/2012	212
1473	Eastdale RC		Audio/Visual Equip.	Television	Samsung 22" LED Mod# UN22D5000		7.8.13 - T. Broyles removed	06/30/2013	5518 - G. Hayes	6/2/2011	240
1474	Eastdale RC		Audio/Visual Equip.	Television	LCD TV 32" Coby Mod#TFTV3229		6.30.13 - hhGregg; 7.8.13 - T. Broyles removed	06/30/2013	8614 - E. Jelinski	5/3/2012	218
1615	FB Wyatt RC	LRWY007	Office Equip.	Fax Machine	PANASONIC: KY-FL541	PFG72289YA	7.9.13 - T. Broyles removed	8/3/2010			

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
1609	FB Wyatt RC	LRWY010	Audio/Visual Equip.	Television	Magnavox	24280685	7.9.13 - T. Broyles removed	8/3/2010			
1901	Glenwood RC	LRGL051	Office Equip.	Computer: CPU	HP Thin Client		7.10.13 - Per staff surplus	5/31/2010			
1905	Glenwood RC	LRGL048	Office Equip.	Computer: Monitor	HP Thin Client: L1706	CNN72020RP	7.10.13 - Per staff surplus	5/31/2010			
1939	Glenwood RC	LRGL063	Office Equip.	Telephone	AT&T: 964			5/31/2010			
1894	Glenwood RC	L001025	Office Equip.	Computer: CPU	HP Thin Client	MXV7100402	7.10.13 - Per staff surplus	8/19/2010			
1839	Glenwood RC	L000820	Audio/Visual Equip.	Television	Zenith	021-54041135	7.10.13 - Per Staff broken	8/19/2010			
1990	Hixson CC	L004896	Maint. Equipment	Weight Rack		S6429P	7.9.13 Back at Watkins	6/6/2012		6/6/2012	
2038	JA Patten RC		Appliances	Refrigerator	Frig. Top Freezer 18CF, White Mod# FFTR1817LW		6.30.13 - hhGregg by K. Battle; 7.8.13 - Staff stated they did not receive refrigerator in 2012	06/30/2013	7836 - E. Jelinski	2/27/2012	522
2131	JA Patten RC	L000546	Office Equip.	Computer: CPU	Dell: Optiplex GX150	4MZK11	7.8.13 - A. Hayes removed				
2132	JA Patten RC	L000547	Office Equip.	Computer: CPU	Dell: Optiplex GX150	28KX411	7.8.13 - A. Hayes removed				
2133	JA Patten RC	L000548	Office Equip.	Computer: CPU	Dell: Optiplex GX150	523F511	7.8.13 - A. Hayes removed				
2144	JA Patten RC	L000549	Office Equip.	Computer: CPU	Dell: Optiplex GX150	404Q311	7.8.13 - A. Hayes removed				
2145	JA Patten RC	L000579	Office Equip.	Computer: CPU	HP dc5850	2UA91006LN	7.8.13 - A. Hayes removed				
2147	JA Patten RC	L000539	Office Equip.	Computer: Monitor	NEC: FE950+	211815ZA	7.8.13 - A. Hayes removed				
2152	JA Patten RC	L000544	Office Equip.	Computer: Monitor	NEC: FE950+	1868413ZA	7.8.13 - A. Hayes removed				
2160	JA Patten RC	L000545	Office Equip.	Computer: Monitor	NEC: FE950+	1980334ZA	7.8.13 - A. Hayes removed				
2244	JA Patten RC	L000538	Office Equip.	Computer: Printer	HP LaserJet P1505n	CNBK61503					
2293	JA Patten RC	L000580	Office Equip.	Computer: Printer	Lexmark: X1240	41320847684					
2043	JA Patten RC	L000638	Audio/Visual Equip.	DVD Player	Avion: DP-200	DP2004422145	7.8.13 - Staff didn't know; probably broken				
2039	JA Patten RC	L000553	Appliances	Refrigerator	Hotpoint		7.8.13 - T. Broyles removed				
2042	JA Patten RC	L000555	Appliances	Stove	Modern Maid		7.8.13 - T. Broyles removed				
2073	JA Patten RC	L000640	Audio/Visual Equip.	TV/VCR Combo	Broksonic	6538402499N	7.8.13 - Per staff unknown; prob broken				
2426	N. Chatt RC	L000448	Office Equip.	Computer: CPU	HP Thin Client	MXV17003YF	7.11.13 - Per staff surplus	5/31/2010			
2435	N. Chatt RC	LRNC037	Office Equip.	Computer: CPU	NEC: Monitor	18747652A	7.11.13 - Per staff surplus	5/31/2010			
2436	N. Chatt RC	LRNC040	Office Equip.	Computer: CPU	NEC: Monitor	27006984A	7.11.13 - Per staff surplus	5/31/2010			
2437	N. Chatt RC	LRNC075	Office Equip.	Computer: CPU	HP Compaq	2UA91006LT	7.11.13 - Per staff surplus	5/31/2010			
2442	N. Chatt RC	LRNC076	Office Equip.	Computer: Printer	HP Deskjet All in One	CN7954S2ZW	7.11.13 - Per staff surplus	5/31/2010			
2405	N. Chatt RC	LRNC084	Audio/Visual Equip.	DVD Player	Sonic/blue	8057228	7.11.13 - Per staff surplus	5/31/2010			
2365	N. Chatt RC	LRNC067	Appliances	Fan	Utiltech	E144719	7.11.13 - Per staff surplus	5/31/2010			

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
2457	N. Chatt RC	LRNC092	Recreational Equip.	Foosball Table	GameCraft		7.11.13 - Per staff broken	5/31/2010			
2459	N. Chatt RC	LRNC048	Recreational Equip.	Ping Pong Table	GameCraft		7.11.13 - Per staff broken	5/31/2010		1/1/2009	
2445	N. Chatt RC	LRNC050	Office Equip.	Router	Belkin	12933722349	7.11.13 - Per staff surplus	5/31/2010			
2419	N. Chatt RC	L000975	Audio/Visual Equip.	Television	Zenith	021-54041099	7.11.13 - Per staff surplus	5/31/2010			
2401	N. Chatt RC		Audio/Visual Equip.	DVD Player	DVD Player		6.30.13 - Walmart by Evelyn; 7.11.13 - Per staff surplus	06/30/2013	5969 - G. Hayes	7/5/2011	38
2495	S. Chatt RC	LRSC300	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2496	S. Chatt RC	LRSC301	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2497	S. Chatt RC	LRSC302	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2498	S. Chatt RC	LRSC303	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2499	S. Chatt RC	LRSC304	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2500	S. Chatt RC	LRSC305	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2501	S. Chatt RC	LRSC306	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2502	S. Chatt RC	LRSC307	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2503	S. Chatt RC	LRSC308	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2504	S. Chatt RC	LRSC309	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2505	S. Chatt RC	LRSC310	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2506	S. Chatt RC	LRSC311	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2507	S. Chatt RC	LRSC312	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2508	S. Chatt RC	LRSC313	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2509	S. Chatt RC	LRSC314	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2510	S. Chatt RC	LRSC315	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2511	S. Chatt RC	LRSC316	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2512	S. Chatt RC	LRSC317	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2513	S. Chatt RC	LRSC318	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2514	S. Chatt RC	LRSC319	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2515	S. Chatt RC	LRSC320	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2516	S. Chatt RC	LRSC321	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2517	S. Chatt RC	LRSC322	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2518	S. Chatt RC	LRSC323	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2519	S. Chatt RC	LRSC324	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2520	S. Chatt RC	LRSC325	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2521	S. Chatt RC	LRSC326	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2522	S. Chatt RC	LRSC327	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2523	S. Chatt RC	LRSC328	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2524	S. Chatt RC	LRSC329	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2525	S. Chatt RC	LRSC330	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2526	S. Chatt RC	LRSC331	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
2527	S. Chatt RC	LRSC332	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2528	S. Chatt RC	LRSC333	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2529	S. Chatt RC	LRSC334	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2549	S. Chatt RC	LRSC335	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2550	S. Chatt RC	LRSC336	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2764	S. Chatt RC	LRSC337	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2765	S. Chatt RC	LRSC338	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2766	S. Chatt RC	LRSC339	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2767	S. Chatt RC	LRSC340	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2768	S. Chatt RC	LRSC341	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2769	S. Chatt RC	LRSC342	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2781	S. Chatt RC	LRSC354	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2792	S. Chatt RC	LRSC376	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2793	S. Chatt RC	LRSC377	Fitness Equip.	Aerobic Step Raisers	The Step		7.8.13 - T. Broyles removed	5/31/2010			
2826	S. Chatt RC	LRSC028	Office Equip.	Computer: Printer	HP LaserJet P1505n	CNBK510419	7.8.13 - Per staff broken	5/31/2010			
2827	S. Chatt RC	LRSC053	Office Equip.	Computer: Printer	HP LaserJet 1300n	CNBKK53573	7.8.13 - Per staff broken	5/31/2010			
2830	S. Chatt RC	LRSC002	Office Equip.	Paper Shredder	Fellowes	PS60C-2		5/31/2010			
2465	S. Chatt RC	LRSC026	Appliances	Refrigerator	Amana	108162885	7.8.13 - Per staff replaced	5/31/2010			
2493	S. Chatt RC	LRSC058	Audio/Visual Equip.	Television	Magnavox		7.8.13 - Per staff broken	5/31/2010			
2486	S. Chatt RC		Audio/Visual Equip.	Game Controller	PS3 Dualshock 3 Wireless Controller			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	49
2487	S. Chatt RC		Audio/Visual Equip.	Game Controller	PS3 Dualshock 3 Wireless Controller			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	49
2837	S. Chatt RC		Office Equip.	USB Drive	8GB Store n Go		6.30.13 - COS; 7.8.13 - Per staff never seen	06/30/2013	4348 - G. Hayes	2/3/2011	30
2984	S. Chatt. YDPC	L001681	Office Equip.	Computer: CPU	Dell: Optiplex 380	7B9WP91		4/13/2011		4/8/2011	
2991	S. Chatt. YDPC	L001509	Office Equip.	Computer: Monitor	Dell: 17" Monitor	62DG9J1		10/27/2011		10/5/2011	
2993	S. Chatt. YDPC	L001510	Office Equip.	Computer: Printer	Dell: P513w	H67G9J1		10/27/2011		10/5/2011	
2986	S. Chatt. YDPC	L004215	Office Equip.	Computer: Laptop	Dell: Latitude	3LSKBT1		7/6/2012		6/25/2012	
2874	S. Chatt. YDPC		Audio/Visual Equip.	Camcorder	Flip HD Flash Camcorder Mod# U260W		6.30.13 - hhGregg; 7.8.13 - Per M. Thomas at Hixson location; 7.23.13 - No camcorder found at Hixson by IA	06/30/2013	5969 - G. Hayes	6/28/2011	70
2875	S. Chatt. YDPC		Audio/Visual Equip.	Camera	Samsung Digiital PL210SUS		6.30.13 - hhGregg by Mara; 7.8.13 - Per M. Thomas - Richard West has one	06/30/2013	5143 - G. Hayes	5/5/2011	150
2876	S. Chatt. YDPC		Audio/Visual Equip.	Camera	Samsung Digiital PL210SUS		6.30.13 - hhGregg by Mara; 7.8.13 - Per M. Thomas - Chris Brown has it	06/30/2013	5143 - G. Hayes	5/5/2011	150

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
2885	S. Chatt. YDPC		Audio/Visual Equip.	Camera Access	Video and DSLR 110 LED light		6.30.13 - Superior Camera by M. Thomas; Per M. Thomas broken	06/30/2013	7836 - G. Hayes	2/21/2012	160
2994	S. Chatt. YDPC		Office Equip.	Safe	9x17x15 Blk Security Safe		6.30.13 - COS; 7.8.13 - Per M. Thomas at Hixson	06/30/2013	5143- G. Hayes	5/11/2011	157
2958	S. Chatt. YDPC		Audio/Visual Equip.	SD Card	Lexar 4GB		6.30.13 - hhGregg by Mara; 7.8.13 - prob with the cameras held by R. West & Chris Brown	06/30/2013	5143- G. Hayes	5/5/2011	15
2959	S. Chatt. YDPC		Audio/Visual Equip.	SD Card	Lexar 4GB		6.30.13 - hhGregg by Mara; 7.8.13 - prob with the cameras held by R. West & Chris Brown	06/30/2013	5143- G. Hayes	5/5/2011	15
2998	S. Chatt. YDPC		Office Equip.	USB Drive	4GB Store N Go		6.30.13 - COS	06/30/2013	5143- G. Hayes	5/6/2011	12
2999	S. Chatt. YDPC		Office Equip.	USB Drive	4GB Store N Go		6.30.13 - COS	06/30/2013	5143- G. Hayes	5/6/2011	12
3000	S. Chatt. YDPC		Office Equip.	USB Drive	4GB Store N Go		6.30.13 - COS	06/30/2013	5143- G. Hayes	5/6/2011	12
2972	S. Chatt. YDPC		Audio/Visual Equip.	Video Game	PS3 Cars Game		6.30.13 - Walmart by B. Readnower	06/30/2013	5969 - E. Jelinski	7/22/2011	40
2974	S. Chatt. YDPC		Audio/Visual Equip.	Video Game	PS3 Need for Speed Hot Pursuit		6.30.13 - Walmart by B. Readnower	06/30/2013	5969 - E. Jelinski	7/22/2011	60
2977	S. Chatt. YDPC		Audio/Visual Equip.	Video Game	PS3 Guitar Hero Warriors of Rock		6.30.13 - Best Buy by B. Readnower	06/30/2013	5969 - E. Jelinski	7/22/2011	140
3269	Shepherd RC	LRSH148	Office Equip.	Computer: CPU	HP Compaq dc5850	2UA91006MG	7.10.13 - A. Hayes removed	5/31/2010			
3270	Shepherd RC	LRSH149	Office Equip.	Computer: CPU	HP dc5850	2UA91006LZ	7.10.13 - A. Hayes removed	5/31/2010			
3273	Shepherd RC	LRSH150	Office Equip.	Computer: Printer			7.10.13 - A. Hayes removed	5/31/2010			
3004	Shepherd RC	LRSH234	Appliances	Dryer	Speed Queen		7.10.13 - T. Broyles removed	5/31/2010			
3154	Shepherd RC	LRSH229	Appliances	Refrigerator	Hotpoint		7.10.13 - Per staff surplus	5/31/2010			
3210	Shepherd RC	LRSH207	Audio/Visual Equip.	Sound System	L4GC	980061		5/31/2010			
3157	Shepherd RC	LRSH233	Appliances	Washer	Whirlpool		7.10.13 - T. Broyles removed	5/31/2010			
3007	Shepherd RC		Appliances	Refrigerator	Haier 21CF, White Mod# HT21TS77SP		6.30.13 - hhGregg	06/30/2013	9452 - T. Broyles	7/9/2012	540
3276	Shepherd RC		Office Equip.	USB Drive	8GB Store n Go		6.30.13 - COS; 7.10.13 - Per staff never received	06/30/2013	4348 - G. Hayes	2/3/2011	30
3311	Tyner RC	L001512	Appliances	Microwave	Magic Chef	DJ10814864		12/21/2010		12/13/2010	
3312	Tyner RC	L001511	Appliances	Refrigerator	Hot Point	AT765604		12/21/2010		12/13/2010	
3314	Tyner RC		Audio/Visual Equip.	Boom Box	CD Boombox		6.30.13 - Walmart by Richard West	06/30/2013	5518 - G. Hayes	6/1/2011	23
3370	Tyner RC		Audio/Visual Equip.	Memory Card	Memory Card for Camera 2G		6.30.13 - Walmart by R. West; 7.10.13 - Per staff never received	06/30/2013	5518 - G. Hayes	6/1/2011	10

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
3474	Tyner RC		Office Equip.	USB Drive	8GB Store n Go		6.30.13 - COS; 7.10.13 - Per staff never received	06/30/2013	4348 - G. Hayes	2/3/2011	30
3455	Tyner RC		Audio/Visual Equip.	Video Game	360 Mini		6.30.13 - Walmart by R. West	06/30/2013	7533 - E. Jelinski	1/20/2012	27
3458	Tyner RC		Audio/Visual Equip.	Video Game	360 Mini		6.30.13 - Walmart by R. West	06/30/2013	8614 - G. Hayes	5/16/2012	27
3766	W. Hills RC	LRWH038	Office Equip.	Computer: CPU	HP Thin Client	MXV71003TC	7.31.13 - Has the same serial# as Tag#L000449	5/31/2010			
3767	W. Hills RC	LRWH039	Office Equip.	Computer: CPU	HP Thin Client	MXV71003ZB		5/31/2010			
3768	W. Hills RC	LRWH040	Office Equip.	Computer: CPU	HP Thin Client	MXV71003ZS	7.31.13 - Has same serial# as Tag# L000451	5/31/2010			
3771	W. Hills RC	LRWH043	Office Equip.	Computer: CPU	HP Thin Client	MXV7100435	7.31.13 - Has same serial# as Tag# L000450	5/31/2010			
3795	W. Hills RC	LRWH073	Office Equip.	Computer: Printer	HP 1300n	CNCB142344	7.11.13 - Per staff surplus	5/31/2010			
3481	W. Hills RC	LRWH086	Appliances	Gym Fan: Gym			7.11.13 - Per staff broken	5/31/2010			
3909	W. Hills RC	LRWH074	Office Equip.	Telephone	GE	81631372	7.11.13 - Per staff broken	5/31/2010			
3750	W. Hills RC	L002792	Audio/Visual Equip.	Game System	Microsoft Xbox 360 w/Kinect	185528610908	7.11.13 - Per staff stolen	9/12/2011	ck# 2038487 - Radio Shack	6/9/2011	300
3720	W. Hills RC		Audio/Visual Equip.	Camera	Sanyo VPCE-1600TP		6.30.13 - Walmart by R. West; 7.11.13 - Per staff out with field trip @ zoo	06/30/2013	5969 - E. Jelinski	7/7/2011	109
3721	W. Hills RC		Audio/Visual Equip.	Game Controller	Xbox 360 Wireless Controller - Black		7.11.13 - Per staff stolen	06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	44
3722	W. Hills RC		Audio/Visual Equip.	Game Controller	Xbox 360 Wireless Controller - Black		7.11.13 - Per staff stolen	06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	44
3723	W. Hills RC		Audio/Visual Equip.	Game Sys Accessory	360 Accessory		6.30.13 - Walmart by R. West; 7.11.13 - Per staff stolen	06/30/2013	5969 - E. Jelinski	7/7/2011	149
3911	W. Hills RC		Office Equip.	USB Drive	8GB Store n Go		6.30.13 - COS; 7.11.13 - Staff didn't know	06/30/2013	4348 - G. Hayes	2/3/2011	30
3758	W. Hills RC		Audio/Visual Equip.	Video Game	360 Game		6.30.13 - Walmart by Sheek Whaley; 7.11.13 - Per staff stolen	06/30/2013	5969 - E. Jelinski	7/7/2011	50
3759	W. Hills RC		Audio/Visual Equip.	Video Game	360 Game		6.30.13 - Walmart by R. West; 7.11.13 - Per staff stolen	06/30/2013	5969 - E. Jelinski	7/7/2011	50
3924	Watkins St.	L000789	Audio/Visual Equip.	Camera	Sony	625487		5/31/2010			
3925	Watkins St.	L000790	Audio/Visual Equip.	Camera	Sony	625790		5/31/2010			
3928	Watkins St.	LPAU057	Audio/Visual Equip.	Camera	Kodak			5/31/2010			
3933	Watkins St.	LPRA043	Audio/Visual Equip.	Cellular Phone	Blackberry 9630 Smart Ph.	RCF71CW		5/31/2010		7/1/2005	
3997	Watkins St.	LPRA059	Office Equip.	Computer: Laptop	Dell	16405790429		5/31/2010		6/27/2005	

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
3985	Watkins St.	L000806	Audio/Visual Equip.	Palm Pilot	Dell Axim x50			5/31/2010			
4028	Watkins St.	L000844	Recreational Equip.	Sprint Timer Accu-Track				5/31/2010			
3989	Watkins St.	LPRA025	Audio/Visual Equip.	Television	Toshiba	MW27H62		5/31/2010		6/29/2005	
3996	Watkins St.	L000833	Audio/Visual Equip.	VCR/DVD	Go Video			5/31/2010			
4013	Watkins St.	L001377	Office Equip.	Computer: Laptop	Dell: Latitude D610	HNQHQ81		10/27/2010			
3971	Watkins St.	L002484	Audio/Visual Equip.	Game System	Nintendo Wii Game System	LU12464532		9/21/2011	ck# 2038487 - Radio Shack	6/9/2011	200
3972	Watkins St.	L002486	Audio/Visual Equip.	Game System	Nintendo Wii Game System	LU12463608		9/21/2011	ck# 2038487 - Radio Shack	6/9/2011	200
3973	Watkins St.	L002487	Audio/Visual Equip.	Game System	Nintendo Wii Game System	LU12495174		9/21/2011	ck# 2038487 - Radio Shack	6/9/2011	200
3974	Watkins St.	L002489	Audio/Visual Equip.	Game System	Sony Playstation 3	CG812698570		9/21/2011	ck# 2038487 - Radio Shack	6/9/2011	300
3975	Watkins St.	L002490	Audio/Visual Equip.	Game System	Sony Playstation 3	CH058522134		9/21/2011	ck# 2038487 - Radio Shack	6/9/2011	300
3976	Watkins St.	L002494	Audio/Visual Equip.	Game System	Sony Playstation 3	CH056663877		9/21/2011	ck# 2038487 - Radio Shack	6/9/2011	300
3977	Watkins St.	L002579	Audio/Visual Equip.	Game System	Nintendo Wii Game System	LU12463684		9/21/2011	ck# 2038487 - Radio Shack	6/9/2011	200
3978	Watkins St.	L002779	Audio/Visual Equip.	Game System	Sony Playstation 3	CG812884492		9/21/2011	ck# 2038487 - Radio Shack	6/9/2011	300
3935	Watkins St.	L003806	Audio/Visual Equip.	Cellular Phone	Verizon: LG VN150	203CYNL1081367		6/13/2012		4/19/2012	
3937	Watkins St.	L003808	Audio/Visual Equip.	Cellular Phone	Verizon: LG VN150	203CYUK1081582		6/13/2012		4/19/2012	
3939	Watkins St.	L003810	Audio/Visual Equip.	Cellular Phone	Verizon: LG VN150	203CYSF1081334		6/13/2012		4/19/2012	
4001	Watkins St.	L004214	Office Equip.	Computer: Laptop	Dell: Latitude	3LSMBT1		7/6/2012		6/25/2012	
4004	Watkins St.	L004220	Office Equip.	Computer: Laptop	Dell: Latitude	3LQKBT1		7/6/2012		6/25/2012	
4010	Watkins St.	L004228	Office Equip.	Computer: Laptop	Dell: Latitude	3LQGBT1		7/6/2012		6/25/2012	
3922	Watkins St.	L004774	Audio/Visual Equip.	Camera	Canon: PSA4000IS w/8GB SD Card, DigiPower battery & camera bag	48206403Z799	7.30.13 - Per B. Smith at North Chatt or Westside	1/7/2013	10818 - E. Jelinski - 12.27.12	1/7/2013	100
3919	Watkins St.		Audio/Visual Equip.	Camera	Samsung Digiital PL210SUS		6.30.13 - hhGregg by Mara	06/30/2013	5143- G. Hayes	5/5/2011	150

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
3923	Watkins St.		Audio/Visual Equip.	Camera	Olympus Digital		6.30.13 - Staples	06/30/2013	11037 - G. Hayes	1/31/2013	80
3917	Watkins St.		Appliances	Coffee Maker	Cuisinart 12C Prog Coffee		6.30.13 - Lowe's	06/30/2013	6221 - B. Saylors	8/2/2011	
3946	Watkins St.		Audio/Visual Equip.	DVD Player	Magnavox	J12243577MDV2300/F7	6.30.13 - Walmart by B. Readnower	06/30/2013	9452 - G. Hayes	6/27/2012	30
3947	Watkins St.		Audio/Visual Equip.	DVD Player	Magnavox	J12243725MDV2300/F7	6.30.13 - Walmart by B. Readnower	06/30/2013	9452 - G. Hayes	6/27/2012	30
3948	Watkins St.		Audio/Visual Equip.	DVD Player	Magnavox	J12243605MDV2300/F7	6.30.13 - Walmart by B. Readnower	06/30/2013	9452 - G. Hayes	6/27/2012	30
3949	Watkins St.		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
3950	Watkins St.		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
3951	Watkins St.		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
3952	Watkins St.		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
3953	Watkins St.		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
3954	Watkins St.		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
3955	Watkins St.		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
3956	Watkins St.		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
3957	Watkins St.		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
3958	Watkins St.		Audio/Visual Equip.	Game Controller	NYKO Wii Core Pak - Black			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	30
3969	Watkins St.		Audio/Visual Equip.	Game Controller	PS3 Dualshock 3 Wireless Controller			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	49
3970	Watkins St.		Audio/Visual Equip.	Game Controller	PS3 Dualshock 3 Wireless Controller			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	49
3979	Watkins St.		Audio/Visual Equip.	Game System	Nintendo Wii Game System			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	200
3981	Watkins St.		Audio/Visual Equip.	Game System	Sony Playstation 3			06/30/2013	ck# 2038487 - Radio Shack	6/9/2011	300
3982	Watkins St.		Audio/Visual Equip.	Headphone	Perception Cordless Mic Headset Sport	VT2931000032	6.30.13 - Guitar Ctr. By R. West	06/30/2013	7836 - G. Hayes	1/24/2012	300

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
4016	Watkins St.		Office Equip.	Laminator			6.30.13 - COS	06/30/2013	5143- G. Hayes	5/4/2011	139
3984	Watkins St.		Audio/Visual Equip.	Microphone	HHL D Wireless Mic System		6.30.13 - Guitar Ctr. By M. Beasley	06/30/2013	8050 - E. Jelinski	3/2/2012	50
4020	Watkins St.		Office Equip.	Safe	9x17x15 Blk Security Safe		6.30.13 - COS	06/30/2013	5969 - L. Slye	7/8/2011	157
4022	Watkins St.		Office Equip.	Scanner	Neatdesk		6.30.13 - Office Depot by B. Readnower	06/30/2013	8614 - E. Jelinski	5/8/2012	400
3987	Watkins St.		Audio/Visual Equip.	SD Card	Lexar 4GB		6.30.13 - hhGregg by Mara	06/30/2013	5143- G. Hayes	5/5/2011	15
3988	Watkins St.		Audio/Visual Equip.	Speaker	Harbinger Power Speaker w/stand	1500031332498	6.30.13 - Guitar Ctr Montrel	06/30/2013	8050 - E. Jelinski	3/2/2012	235
3991	Watkins St.		Audio/Visual Equip.	Television	LG: 42' Flatscreen Plasma Mod# 42PT350		7.26.13 - Per T. Broyles at Champions Club	06/30/2013	5518 - T. Broyles	6/17/2011	398
4029	Watkins St.		Tools	Tire Inflator			6.30.13 - Walmart by Richard West	06/30/2013	5143 - G. Hayes	4/30/2011	52
4213	Westside RC	LRWS024	Recreational Equip.	Air Hockey Table	Dynamo		7.10.13 - Per staff disposed	5/31/2010			
4214	Westside RC	LRWS020	Recreational Equip.	Billard Table	Brunswick: Contender		7.10.13 - Per staff disposed	5/31/2010			
4215	Westside RC	LRWS023	Recreational Equip.	Bumper Pool Table	Gamecraft		7.10.13 - Per staff disposed	5/31/2010			
4170	Westside RC	LRWS004	Office Equip.	Computer: Monitor	HP SPO3A01	CNK7200KST	7.10.13 - Per staff surplus	5/31/2010			
4208	Westside RC	LRWS069	Office Equip.	Computer: Printer	HP Desk Jet 9800	C8165AL	7.10.13 - Per staff surplus	5/31/2010			
4152	Westside RC	LRWS003	Audio/Visual Equip.	DVD Player	Magnavox MDV410SL21	78418964	7.10.13 - Per staff stolen	5/31/2010			
4216	Westside RC	LRWS021	Recreational Equip.	Foosball Table	Strom II		7.10.13 - Per staff disposed	5/31/2010			
4031	Westside RC	LRWS011	Appliances	Microwave	Whilpool:MT4210SLQ	FGM1801272		5/31/2010			
4217	Westside RC	LRWS025	Recreational Equip.	Ping Pong Table	ESPN		7.10.13 - per staff disposed	5/31/2010			
4061	Westside RC	LRWS008	Appliances	Refrigerator	GLRT214RAW	LA2174437	7.10.13 - per staff disposed	5/31/2010			
4210	Westside RC	LRWS007	Office Equip.	Telephone	GE: KX- TG200B	2FBTE047935		5/31/2010			
4162	Westside RC	LRWS001	Audio/Visual Equip.	Television	P52937	D145C5069		5/31/2010			
4163	Westside RC	LRWS002	Audio/Visual Equip.	Television	ILO: DTV2784	65160305832		5/31/2010			
4158	Westside RC	LRWS073	Audio/Visual Equip.	Piano			7.10.13 - per staff unable to find report as stolen	10/27/2010			

Attachment 2: Missing Inventory Items

ID	Physical Site	Dept Tag #	Item Category	Item Description	Manufacturer, Make/Model	Serial #	Notes	Date Added to Inventory	Payment Source	Date Acquired	Original Cost
4148	Westside RC	L002863	Audio/Visual Equip.	DVD Player	Magnavox	MDV2100	7.10.13 - Per staff never received	9/14/2011	5969 - G. Hayes / 6.30.11	8/1/2011	30
4151	Westside RC	L002864	Audio/Visual Equip.	DVD Player	Magnavox	MDV3000	7.10.13 - Per staff never received	9/14/2011	4348/ G. Hayes / 2.10.11	8/1/2011	38
4160	Westside RC	L002933	Audio/Visual Equip.	Music System w/iPod Dock	Sony 540W System	740903104		9/14/2011	5518 - G. Hayes - 6.6.11	8/1/2011	197
4161	Westside RC	L002937	Audio/Visual Equip.	Television	Vizio: 42' LCD HDTV	6006011773	7.10.13 - Per staff transfer to Watkins	9/14/2011	5969 - G. Hayes / 6.30.11	8/1/2011	
4107	Westside RC		Audio/Visual Equip.	Boom Box	CD Boombox		6.30.13 - Walmart	06/30/2013	5518 - G. Hayes	6/15/2011	23
4108	Westside RC		Audio/Visual Equip.	Camera	Digital		6.30.13 - Walmart by R. Preston; Per staff didn't know?	06/30/2013	5518 - G. Hayes	6/6/2011	39
4154	Westside RC		Audio/Visual Equip.	Game Sys Accessory	360 Access & 1 yr replace		6.30.13 - Walmart by R. Preston	06/30/2013	5969 - E. Jelinski	7/21/2011	43
4156	Westside RC		Audio/Visual Equip.	Music System w/iPod Dock	Sony 540W + 2 yr svc plan		6.30.13 - Walmart by R. Preston; 7.10.13 - Per staff stolen	06/30/2013	5518 - G. Hayes	6/6/2011	217
4159	Westside RC		Audio/Visual Equip.	SD Card	4GB SD Card		6.30.13 - Walmart; 7.10.13 - per staff stolen?	06/30/2013	5518 - G. Hayes	6/15/2011	14
4212	Westside RC		Office Equip.	USB Drive	8GB Store n Go		6.30.13 - COS; 7.10.13 - Per staff never received	06/30/2013	4348 - G. Hayes	2/3/2011	30
4166	Westside RC		Audio/Visual Equip.	Video Game	360 Game		7.10.13 - Per staff stolen	06/30/2013	5969 - G. Hayes	6/30/2011	40
4167	Westside RC		Audio/Visual Equip.	Video Game	360 Game & 1yr svc plan		6.30.13 - Walmart by R. Preston; 7.10.13 - Per staff stolen	06/30/2013	5969 - E. Jelinski	7/21/2011	53
4168	Westside RC		Audio/Visual Equip.	Video Game	360 Game & 1yr svc plan		6.30.13 - Walmart by R. Preston; 7.10.13 - Per staff stolen	06/30/2013	5969 - E. Jelinski	7/21/2011	63