

**MEMORANDUM  
OFFICE OF THE  
AUDITOR-CONTROLLER  
COUNTY OF PLACER**

**TO:** Honorable Board of Supervisors

**FROM:** Katherine J. Martinis, Auditor-Controller *KJM*

**DATE:** March 10, 2009

**SUBJECT:** Fixed Assets Annual Inventory Exceptions

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**ACTION REQUESTED**

It is requested that your Board approve the attached resolution to remove fixed assets, having a current book value of \$20,377.06, from the County's financial records.

**FISCAL IMPACT**

There is no fiscal impact resulting from this action.

**BACKGROUND**

Per the requirements of Government Code Section 24051, all County departments have filed the annual inventory of fixed assets with the Auditor-Controller's Office.

The Auditor-Controller is responsible for maintaining the countywide inventory. Assets that cannot be located by departments may only be removed from the inventory upon Board approval. Attached is a list of fixed assets proposed for removal. Also enclosed are memos from the department(s) requesting relief of accountability.

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF PLACER, STATE OF CALIFORNIA**

**In the matter of: A Resolution to remove fixed assets      Resol. No. \_\_\_\_\_  
from the County's Financial Records, based on annual  
inventories submitted by County Departments to the  
Auditor-Controller.**

**The following Resolution was duly passed by the Board of Supervisors of  
the County of Placer at a regular meeting held March 10, 2009 by the following  
vote on roll call:**

**Ayes:**

**Noes:**

**Absent:**

**Signed and approved by me after its passage.**

\_\_\_\_\_  
**Chairperson, Board of Supervisors**

**Attest:  
Clerk of said Board**

\_\_\_\_\_

\_\_\_\_\_

**WHEREAS**, the Placer County Board of Supervisors desires to remove fixed assets from  
the County's Financial Records.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Board of Supervisors of the  
County of Placer, State of California, that the fixed assets listed on Attachment A are to be  
removed from the County's Financial Records.





PLACER COUNTY  
**SHERIFF**  
CORONER-MARSHAL



MAIN OFFICE  
2029 RICHARDSON DR.  
AUBURN, CA 95603  
PH: (530) 889-7800 FAX: (530) 889-7899

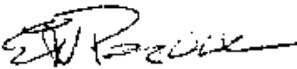
TAHOE SUBSTATION  
DRAWER 1710  
TAHOE CITY, CA 96145  
PH: (530) 581-5200 FAX: (530) 681-8377

EDWARD N. BONNER  
SHERIFF-CORONER-MARSHAL

DEVON BELL  
UNDERSHERIFF

January 7, 2009

Kathy Martinis, Auditor Controller

Edward N. Bonner Sheriff - Coroner - Marshal 

Fixed Asset #: 26373001 Fume Hood

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In the course of our 2008 Fixed Asset Physical Inventory, it was discovered that the fixed asset #26737001, Fume Hood was not transferred to Tahoe as stated on the transfer form, but instead left in the old Sheriff's Building (and destroyed) as it was deemed to expensive and cost prohibitive to move (see attached email from Tammy Harris).

Please remove this asset from the sub location 2179 as it has been destroyed.

2009 JAN -7 11:12:59

**Debbie Rasmussen**

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**From:** Tammy Harris  
**Sent:** Monday, January 05, 2009 9:43 AM  
**To:** Debbie Rasmussen  
**Cc:** Tammy Harris  
**Subject:** RE: Fume Hood

Debbie,

The fume hood that was located at the old Sheriff's building located at 11500 A Avenue was destroyed with the building. We had originally thought it could be transferred to Tahoe. However, we found that the electrical panel could not support the amount of electrical usage required for the hood. In addition, we learned that the ducting work for the hood would be so expensive to remove and reinstall at another location that it became cost prohibitive.

Tammy Harris  
Supervising Evidence Technician

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**From:** Debbie Rasmussen  
**Sent:** Monday, January 05, 2009 9:32 AM  
**To:** Tammy Harris  
**Subject:** Fume Hood

Tammy,

I'm in the process of wrapping up by fixed asset inventory. You had told me that the fume hood that originally was going to go from Auburn to Tahoe ended up not being transferred as it was deemed un-operational, and left in the old building. Could you please write me a short email or note explaining that so that I can include in my inventory paperwork?

Thank you,

Debbie  
X6992



PLACER COUNTY  
**SHERIFF**  
CORONER-MARSHAL



MAIN OFFICE  
2929 RICHARDSON DR.  
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TAHOE SUBSTATION  
DRAWER 1713  
TAHOE CITY, CA 96145  
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EDWARD N. BONNER  
SHERIFF-CORONER-MARSHAL

DEVON BELL  
UNCLERK

January 7, 2009

Kathy Martinis, Auditor Controller

Edward N. Bonner Sheriff - Coroner - Marshal

Fixed Assets #: 30489001 Bomb Suit, 29447001, 39450001, 29467001, 29468001, 29474001, 29476001, 29461001 Mobile Data Computers and 30172001 Mobile Workstation

In the course of our 2008 Fixed Asset Physical Inventory, it was discovered that the fixed asset #30489, Bomb Suit was turned into the State OES Program (see attached paperwork). In addition, fixed asset #s 29447001, 39450001, 29467001, 29468001, 29474001, 29476001 and 30172001 were surplus but the paperwork seems to have been misplaced. Fixed Asset#29461001 was confirmed by Kimber Goodman to have gone to Pride Industries 4/3/08.

In the future we will strive to make sure that all paperwork is properly routed and copied.

Please remove all fixed asset numbers above from sub location 2180 as they are no longer in our possession.

2009 JAN - 1 10:12:53

Sep 17 2008 15:54

PCSO Reutilization

(530) 886-3841

P. 2



STATE OF CALIFORNIA  
CALIFORNIA COUNTER DRUG PROCUREMENT PROGRAM  
TURN-IN REQUEST

OFFICE OF EMERGENCY SERVICES

PROJECT REQUEST FOR TURN-IN OF 1983/1988 OESM/Non-Diesel Equipment

OCS-4071 (REV 08/07)

Agency Name: Placer County Sheriff's Dept  
 Agency Address: Deputy James A. Vojteski  
 Agency Phone: 916/703  
 Agency Fax: 916/703  
 State Address: 2925 Rockwood Drive  
 City/State/Zip: Asheville, NC 28803  
 Project No: 6527 886-7802  
 Project Description: Project Description  
 Property Approved by SO for Transfer:  YES  NO  
 State Use Only:  YES  NO  
 Turn-In Label Used:  YES  NO  
 Date: 9/18/08

The State Counterdrug (CD) must review requests for Turn-In. Once disposition approval has been obtained from the State Counterdrug (SCD), below (P) (S) value for Turn-In. (LESD) will only accept disposition requests that have a State Counterdrug signature authorizing the Turn-In equipment. If you have any questions, please call the State Counterdrug Office at (916) 324-4171 or (916) 324-0724.

| Item # | Item Description                 | QTY              | USDT          | Code           | Turn-In Qty | Value |
|--------|----------------------------------|------------------|---------------|----------------|-------------|-------|
| 1      | SM, Explosive Ordinance Disposal | 9470-01-215-4388 | FB44270050002 | H80E810048002Z | 1           | YES   |
| 2      |                                  |                  |               |                |             |       |
| 3      |                                  |                  |               |                |             |       |
| 4      |                                  |                  |               |                |             |       |
| 5      |                                  |                  |               |                |             |       |
| 6      |                                  |                  |               |                |             |       |

Name of DRDO Approving Authority: James A. Vojteski

Title of DRDO Approving Authority: Deputy Sheriff

Signature: [Signature]

NOTE: Upon actual Turn-In of 1983/1988 property provided the State Counterdrug Office with a copy of this completed and signed Turn-In receipt (DO Form 1268). Receipts must be maintained on file Turn-In document to LESDO records retention policy.

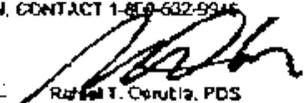
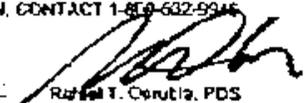
629

085

09/25/2008 11:09 3249179

Turn in 9-30-08  
Shorpe

DD FORM 1348-14, JUL 81 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

|   |   |   |   |   |   |   |   |   |    |  |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |    |    |    |    |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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| ASJ   |   |   |   |   |   |   |   |   |    | EA 7   |    |    |    |    |    |    |    |    |    | H9D281  |    |    |    |    |    |    |    |    |    | LEA  |    |    |    |    |    |    |    |    |    | NE |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 24. DOCUMENT NUMBER<br>8904PK0014                       |   |   |   |   |   |   |   |   |    | H9DEB18269T010   |    |    |    |    |    |    |    |    |    | 24. DOCUMENT NUMBER<br>8904PK0014                       |    |    |    |    |    |    |    |    |    | H9DEB18269T010   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 25. NATIONAL DOCUMENT NUMBER<br>PDS #00                 |   |   |   |   |   |   |   |   |    | 8470012154386  |    |    |    |    |    |    |    |    |    | 25. NATIONAL DOCUMENT NUMBER<br>PDS #00                 |    |    |    |    |    |    |    |    |    | 8470012154386  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 26. RECEIVING OFFICE<br>NAME, ADDRESS, CITY, STATE, ZIP |   |   |   |   |   |   |   |   |    | DRMO STOCKTON  |    |    |    |    |    |    |    |    |    | 26. RECEIVING OFFICE<br>NAME, ADDRESS, CITY, STATE, ZIP |    |    |    |    |    |    |    |    |    | DRMO STOCKTON  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 27. ADDITIONAL DATA                                     |   |   |   |   |   |   |   |   |    | SPECIAL INSTRUCTIONS: LESO (FT BELVOIR) MUST RECEIVE A DRMO-SIGNED COPY OF THIS DOCUMENT FROM THE STATE COORDINATOR OR STATE POC BEFORE Oct 16, 2008. FOR ANY QUESTION, CONTACT 1-800-632-9945 |    |    |    |    |    |    |    |    |    | 27. ADDITIONAL DATA                                     |    |    |    |    |    |    |    |    |    | SPECIAL INSTRUCTIONS: LESO (FT BELVOIR) MUST RECEIVE A DRMO-SIGNED COPY OF THIS DOCUMENT FROM THE STATE COORDINATOR OR STATE POC BEFORE Oct 16, 2008. FOR ANY QUESTION, CONTACT 1-800-632-9945 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 28. APPROVAL  |   |   |   |   |   |   |   |   |    | <br>Robert T. Corubia, PDS  |    |    |    |    |    |    |    |    |    | 28. APPROVAL  |    |    |    |    |    |    |    |    |    | <br>Robert T. Corubia, PDS  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 29. THROUGH STATE COORDINATOR                           |   |   |   |   |   |   |   |   |    | TO: DRMO STOCKTON<br>ROUGH & READY ISLAND<br>STOCKTON, CA 95203  |    |    |    |    |    |    |    |    |    | 29. THROUGH STATE COORDINATOR                           |    |    |    |    |    |    |    |    |    | TO: DRMO STOCKTON<br>ROUGH & READY ISLAND<br>STOCKTON, CA 95203  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 30. FILE #  |   |   |   |   |   |   |   |   |    | A0000838   |    |    |    |    |    |    |    |    |    | 30. FILE #  |    |    |    |    |    |    |    |    |    | A0000838   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 31. TID   |   |   |   |   |   |   |   |   |    | NA   |    |    |    |    |    |    |    |    |    | 31. TID   |    |    |    |    |    |    |    |    |    | NA   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 32. WAREHOUSE   |   |   |   |   |   |   |   |   |    | NA   |    |    |    |    |    |    |    |    |    | 32. WAREHOUSE   |    |    |    |    |    |    |    |    |    | NA   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 33. DATE RECEIVED                                       |   |   |   |   |   |   |   |   |    | 9/30/08  |    |    |    |    |    |    |    |    |    | 33. DATE RECEIVED                                       |    |    |    |    |    |    |    |    |    | 9/30/08  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 34. QUANTITY  |   |   |   |   |   |   |   |   |    | 1  |    |    |    |    |    |    |    |    |    | 34. QUANTITY  |    |    |    |    |    |    |    |    |    | 1  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 35. PRICE   |   |   |   |   |   |   |   |   |    | \$1,000.00   |    |    |    |    |    |    |    |    |    | 35. PRICE   |    |    |    |    |    |    |    |    |    | \$1,000.00   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 36. TOTAL PRICE   |   |   |   |   |   |   |   |   |    | \$1,000.00   |    |    |    |    |    |    |    |    |    | 36. TOTAL PRICE   |    |    |    |    |    |    |    |    |    | \$1,000.00   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 37. CA PLACER CO SHERIFF DEPT                           |   |   |   |   |   |   |   |   |    | 37. CA PLACER CO SHERIFF DEPT  |    |    |    |    |    |    |    |    |    | 37. CA PLACER CO SHERIFF DEPT                           |    |    |    |    |    |    |    |    |    | 37. CA PLACER CO SHERIFF DEPT  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 38. DRMO STOCKTON                                       |   |   |   |   |   |   |   |   |    | 38. DRMO STOCKTON  |    |    |    |    |    |    |    |    |    | 38. DRMO STOCKTON                                       |    |    |    |    |    |    |    |    |    | 38. DRMO STOCKTON  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

PREVIOUS EDITION MAY BE USED

PERFORM (DLA)

09/25/2008 12:29 FAX 709 767 3083 WWW.LESO.HU.DLA.MIL



PLACER COUNTY  
**SHERIFF**  
CORONER-MARSHAL



MAIN OFFICE  
2929 RICHARDSON DR.  
AUBURN, CA 95603  
PH: (530) 889-7800 FAX: (530) 889-7899

TAHOE SUBSTATION  
DRAWER 1710  
TAHOE CITY, CA 96145  
PH: (530) 561-8305 FAX: (530) 591-8377

EDWARD N. BONNER  
SHERIFF-CORONER-MARSHAL

DEVON BELL  
UNDERSHERIFF

January 7, 2009

Kathy Martinis, Auditor Controller

Edward N. Bonner Sheriff - Coroner - Marshal

Fixed Assets #: 29589001, 29685001, 29687001, 29690001, 29693001, 29695001, 29700001, 29697001, 29941001 Data 911, 29975001 30036001, 30078001, 30111001, 30112001 MDCs and 30071001 Scanner

In the course of our 2008 Fixed Asset Physical Inventory, it was discovered that the fixed asset #s 29589001, 29685001, 29687001, 29690001, 29693001, 29695001, 29700001, 29941001, Data 911 computers and 29975001, 30036001, 30078001, 30111001, 30112001 MDCs and 30071001 scanner were surplus, but the paperwork seems to have been misplaced. Fixed asset #29697001 was confirmed by Kimber Goodman to have gone to Pride Industries 4/3/08. In the future we will strive to make sure that all paperwork is properly routed and copied.

Please remove all fixed asset numbers above from sub location 2178 as they are no longer in our possession.

2009 JAN -7 11:12:59

INTER-OFFICE  
2009 FEB 19 AM 11:20

**MEMORANDUM**  
**Administrative Services**  
**Procurement Division**

**TO:** Kathy Martinis, Auditor Controller  
**FROM:** Jim Boggan, Purchasing Manager *JB*  
**DATE:** February 18, 2009

**SUBJECT: Release from Accountability for Department Fixed Assets**

In the course of the 2008/2009 fixed asset physical inventory, it was discovered that the following equipment has been removed from service:

| <u>Fixed Asset No:</u>       | <u>Description</u> |
|------------------------------|--------------------|
| <del>29831004</del> 29381001 | Sharp Projector    |

On December 5, 2007 a group of miscellaneous computer items were delivered to the Surplus Warehouse for the CEO. Among the items was a sharp projector. While the items were being unloaded into Surplus a representative from the Sheriff's Department saw the projector and wanted it for their training. Therefore it was not entered into Surplus Inventory but was transferred from the CEO to the Sheriff's Department. Please remove this projector from the Surplus fixed asset list, as it was never in our possession.

Cc: Surplus Inventory Records

**Marcy Glisson**

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**From:** Debbie Rasmussen  
**Sent:** Wednesday, February 11, 2009 3:48 PM  
**To:** Marcy Glisson  
**Subject:** RE: Missing Fixed Asset 29381001

Marcy,

I went through all of our paperwork and asked several people that have projectors. We don't have any paperwork on this item and have no idea where this item is.

Thanks,  
Debbie

---

**From:** Marcy Glisson  
**Sent:** Wednesday, February 11, 2009 2:35 PM  
**To:** Debbie Rasmussen  
**Subject:** FW: Missing Fixed Asset 29381001

Debbie: I thought I should also send this to you as were working with me on other assets. Do you have any information on the projector? Surplus says that the sheriff took directly from the warehouse. I need verification/transfer sheet that documents this transfer. The attached transfer sheet is the original one from CEO to Surplus.

Thank you.

---

**From:** Marcy Glisson  
**Sent:** Monday, February 09, 2009 11:02 AM  
**To:** Steve Couvrette  
**Cc:** Kimber Goodman  
**Subject:** Missing Fixed Asset 29381001

Steve:

Kimber Goodman gave me your name as the person who can help me locate the above asset. This is Sharp Projector (serial number 805315774) that was transferred to the Sheriff 12/5/07 out of the Surplus warehouse. I am looking for a transfer sheet that verifies the asset is now in your possession. Can you assist me?

## EQUIPMENT TRANSFER FORM

*Jatour*

| FIXED ASSET PROPERTY NO.<br>(if any) | DESCRIPTION                         | SERIAL NUMBER   | CONDITION<br>(Operative/<br>Non-Op) | SURPLUS ID NO.<br>(for Procurement use) |
|--------------------------------------|-------------------------------------|---|-------------------------------------|---|
| <del>29831</del>                     | 1 ea - Sharp XG-NY20 Projector      | <del>805315774</del>  | O                                   | <i>Sherriff</i>                         |
| 29197                                | 1 ea - Dell Optiplex GXa            | DN6L2   | O                                   |   |
|                                      | 2 ea - 17" Dell Monitor             |   | O                                   |   |
|                                      | 1 ea - 17" ViewSonic                |   | O                                   |   |
|                                      | 4 ea - HP 6540 DeskJet Printer      |   | N-O                                 |   |
|                                      | 1 ea - HP 1300 Laser Printer        |   | O                                   |   |
|                                      | 1 ea - 960c DeskJet Printer         |   | N-O                                 |   |
|                                      | 1 ea - 940c Deskjet Printer         |   | N-O                                 |   |
|                                      | 1 ea - Docking Station ( no cables) |   | N-O                                 |   |
|                                      | 3 ea - Keyboards                    | <i>Asset went directly to Sheriff. NO additional paperwork was completed.</i> | N-O                                 |   |
|                                      | 3 ea - Digital Camera               |   | N-O                                 |   |
|                                      | 1 ea - Motorola Cell Phone          |   | N-O                                 |   |
|                                      | 1 ea - Tungsten T3 Palm             |   | N-O                                 |   |
|                                      | 1 ea - Palm ttc                     |   | N-O                                 |   |
|                                      | 1 bx - Palm Accessories             |   | N-O                                 |   |
|                                      | 1 bx - Miscellaneous Cables         |   | O                                   |   |

TRANSFERRED FROM

TRANSFERRED TO

SUBLOCATION:

SUBLOCATION:

DEPARTMENT: CEO

DEPARTMENT: Surplus

OCA: 811509      PCA:

OCA: 0997      PCA:

AUTHORIZED SIGNATURE: *James Rabynus 12/5/07*

AUTHORIZED SIGNATURE: *Jim Buggan*

DATE:

DATE: *12/5/07*

584

**MEMORANDUM**  
**AIR POLLUTION CONTROL DISTRICT**

**TO:** Kathy Martinis, Auditor Controller

**FROM:** Tom Christofk 

**DATE:** February 11, 2009

**SUBJECT: Release from Accountability for Department Fixed Assets**

In the course of the 2008/2009 fixed asset physical inventory, it was discovered that the following equipment has been removed from service:

| <u>Fixed Asset No:</u> | <u>Description</u> |
|------------------------|--------------------|
| 20765001               | Air Sampler        |

Item is lost. Please remove this item from the Air Pollution Control District fixed asset list, as it is no longer in our possession.

2009 FEB 20 PM 3:25

AUDITOR-CONTROLLER

585



## MEMORANDUM

TO: Thomas J. Christofk, Air Pollution Control Officer

FROM: Yushuo Chang, Planning and Monitoring Manager

DATE: February 20, 2009

SUBJECT: Missing equipment on the District's Fix Asset List

One equipment (FA # 20765001) called "Air Sampler, Man" is recorded in the District's Fix Asset List ("List") since August 15<sup>th</sup>, 1983. It has been noted as "scrapped" in the List for a long time. Based on the item description and the purchase date recorded in the List, I thought that someone in the District has determined that the equipment was not operative and it was scrapped consequently. Therefore, we continued copying the "scrapped" note for that equipment on the List for the annual inventory verification. However, it won't be removed from the List through an official process until this year I realized that the equipment should be transferred to the County's Surplus Department in order to be removed from the List completely.

We already checked our storage and verified that equipment is missed. Although it is missed, I am sure it is an outdated and inoperative monitoring equipment and should has no any net value at this time based on its purchase date (1983). For this reason, I would like to ask for the permission to remove this missing equipment from the List to make the inventory actually.