MONROE COUNTY
INVENTORY DELETION REQUEST

TO: Davina Speer Clerk FROM: MCTDC
Finance Department, Stop #8

DATE: 5/12/03

Monroe County I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1102-151	EM03J	Dell P5MMX200	5/15/98	1314.00 / 0

Check appropriate line:

____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS
✓ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF SAME
____ APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY

REASON FOR REQUEST:
Old, unused, malfunctioning

(per CecRoth - machine @ Tech Svcs/picked up from Mara COC by José)

PREPARED BY: Jean Brohaugh DATE: 5/12/03
DIVISION DIRECTOR APPROVAL:
TECHNICAL SERVICES APPROVAL:
Print Name: TODD ERICKSON

Finance: Revised 2/14/96

MONROE COUNTY
INVENTORY DELETION REQUEST

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: T.D.C.

DATE: 5/23/03

MC ID Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1102-016	J9SA130063	7" Monitor w/VCR	9/30/90	825.00/0
1102-018	160547	Advocate IV Recorder	1/15/91	2619.90/0

CHECK APPROPRIATE LINE BELOW:

____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
✓ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
____ APPROVAL TO REMOVE FROM INVENTORY AND TRADE.

REASON FOR REQUEST:

Old, obsolete equipment / no value

PREPARED BY: Jean Brohaugh DATE: 5/23/03
PRINT NAME

DIVISION DIRECTOR APPROVAL: [signature]
PRINT NAME

OMB FORM REVISED 11/99

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: TDC

DATE: 5/23/03

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1102-144	6476Z	Dell LM Laptop	10/23/96	4268.00 / 0

CHECK APPROPRIATE LINE BELOW:

_____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
✓ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
_____ APPROVAL TO REMOVE FROM INVENTORY AND TRADE.

REASON FOR REQUEST:
Old, obsolete equipment

PREPARED BY: Joan Brohough DATE: 5/23/03

DIVISION DIRECTOR APPROVAL:
PRINT NAME:

TECHNICAL SERVICES APPROVAL: 5/28/03
PRINT NAME. TODD ERICKSON

OMB FORM REVISED 11/99

MONROE COUNTY
INVENTORY DELETION REQUEST

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: KEITH CORTNER

DATE:

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1401-530	na	Crank up Mast	9/30/92	$3,898.00/$0
1404-063	NTQ04940	Copier	9/30/94	$799.98/$0
1412-019	571APE1012	Radio	4/20/89	$2,428.81/$0
1414-012	SUSBB117921	Printer	12/31/96	$779.92/$0
1437-395	776ASC0112	Radio	4/29/92	$1,105.00/$0
1418-175	NA	Computer	7/6/98	$1,876.00/$0

CHECK APPROPRIATE LINE BELOW:

_____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
xxxx APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
_____ APPROVAL TO REMOVE FROM INVENTORY AND TRADE.

REASON FOR REQUEST:

Mostly broken – old – obsolete – no longer in use

PREPARED BY: KEITH CORTNER DATE: 5-08-03
PRINT NAME Keith Cortner

DIVISION DIRECTOR APPROVAL:
PRINT NAME CLARK MARTIN

TECHNICAL SERVICES APPROVAL:
PRINT NAME TODD ERICKSON

OMB FORM REVISED 11/99

MONROE COUNTY
INVENTORY DELETION REQUEST

TO: DIVINA SPEER

PROPERTY CLERK, FINANCE DEPT.

FROM: Peter Lubert

Support Services Manager

DATE: May 23, 2003

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1416-109	402TYE2793	Motorola HT 1000 Portable Radio	3/10/98	799.50/0

CHECK APPROPRIATE LINE BELOW:

___ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
X APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
___ APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST:

Radio was lost at a Fire on Big Pine Key On May 6, 2003. Police report attached.

PREPARED BY: Peter Lubert

DATE: May 23, 2003

DIVISION DIRECTOR APPROVAL: Clark O. Martin

PRINT NAME: Clark O Martin Jr. Fire Chief Monroe County.

OMB FORM REVISED 11/99

OFFENSE/INCIDENT REPORT

Consolidated Incident/Arrest Number: | Juvenile(s) in Report? (Y/N): N | 1. Original 2. Supplement: 1 | Page 1 of 1

ADM

Agency ORI Number: FL 0440000 | Agency Name: OFFICE OF THE SHERIFF, MONROE COUNTY, FLORIDA 03 | Agency Report Number: 01F00497

EVENT DATA

Originally Reported: Day MON | Date (MM/DD/YY): 05/12/03 | Time Reported (military): 1211 | Time Dispatched (military): 1214 | Time Arrived (military): 1217 | Time Completed (military): 1245

Incident Type (choose one): 1. Felony 2. Misdemeanor 3. Traffic Offense 4. County Ordinance 5. Info. Only 6. Other

Incident Occurred From: Day MON 05/05/03 1320 To: Day THUR 05/08/03 1800

OFFENSE #1: Type S | Description: LOST PROPERTY | Attempted/Completed: C | Statute/Ordinance Number Violated: 145 | NCIC/UCR Code:

Incident Location (Street, Apt. Number): BIG PINE FIRE DEPT. | City: BIG PINE KEY | Zip: 33043 | District: 01 | Beat: 06 | Shift: 1 | Zone: 03

Business Location/Area Identifier: KEY DEER BLVD. | Forced Entry: Y-Yes N-No 0-N/A: 0 | Occupancy: 0-N/A 1-Occupied 2-Unoccupied 3-Abandoned: 0

Location Types: 01-Residence, Single; 02-Apartment/Condo; 03-Residence, Other; 04-Hotel/Motel; 05-Convenience Store; 06-Gas Station; 07-Liquor Store; 08-Bar/Night Club; 09-Supermarket; 10-Dept./Discount Store; 11-Specialty Store; 12-Drug Store/Hospital; 13-Bank/Financial Inst.; 14-Commercial/Office Bldg.; 15-Industrial/Mfg.; 16-Storage Facility; 17-Gov'l/Public Bldg.; 18-School/University; 19-Jail/Prison; 20-Religious Bldg.; 21-Airport; 22-Bus/Rail Terminal; 23-Construction Site; 24-Other Structure; 25-Parking Lot/Garage; 26-Highway/Roadway; 27-Park/Woodlands/Field; 28-Lake/Waterway; 29-Motor Vehicle; 30-Other Mobile; 99-Other: 17

Officers: 1 | # Victims: 1 | # Offenders: UNK | # Arrest. Ent.: 0 | # Vehs. Stolen: 0 | Type Weapon: 00-N/A; 01-Shotgun; 02-Rifle; 03-Handgun; 04-Other Firearm; 05-Knife/Other Cutting Instrument; 06-Poison; 07-Hands/Fists/Feet; 08-Explosives; 09-Blunt Object; 10-Fire/Incendiary; 11-Threat/Intimidation; 12-Simulated Weapon; 13-Drugs; 88-Unknown; 99-Other: 00

CODES

Person Codes: V-Victim; W-Witness; C-Reporting Person; X-Other; P-Proprietor

Victim Types: 0-N/A; 1-Juvenile; 2-L. E. Officer; 3-Adult; 4-Business; 5-Government; 6-Church; 9-Other

Race: N-N/A; W-White; B-Black; I-American Indian; O-Oriental/Asian; U-Unknown

Sex: N-N/A; M-Male; F-Female; U-Unknown

Residence Types: 0-N/A; 1-City; 2-County; 3-Florida; 4-Out-of-state

Residency: 0-N/A; F-Full Year; P-Part Year; N-Non-Resident

Extent of Injury: N-None; M-Minor; S-Serious; F-Fatal

Injury Type: 00-N/A; 01-Gunshot; 02-Stabbed; 03-Laceration; 04-Unconscious; 05-Possible Broken Bones; 06-Possible Internal Injury; 07-Loss of Teeth; 08-Burns; 09-Abrasions/Bruises; 99-Other

Victim's Relationship to Offender: A-Parent; B-Spouse; C-Child; D-Brother/Sister; E-In-Law; F-Cohab as if Married; G-Friend; H-Employee; I-Boyfriend/Girlfriend; J-Landlord/Tenant; K-Stranger; L-Ex-Spouse; M-Step-Brother-Sister; N-Step-Parent; O-Step-Child; P-Other Family; Q-Student/Teacher; R-Employer; S-Child of Boyfriend/Girlfriend; T-Boyfriend/Girlfriend w/Child; U-Custodial Child/Custodian; V-Ellied/DayCare Worker; W-Neighbor; X-Acquaintance; Y-Other; Z-N/A

VICTIM / REPORTING PARTY

Offenses Indicator: 1-#1 2-#2 3-Both: 1 | Person Code: C | Victim #: 1 | Name (Last, First, Middle; or Business): REYES TOM | Residence Phone: ( )

Address (Street, Apt. Number): BIG PINE FIRE | City: | State: | ZIP: | Business Phone: ( )

Other Contact Info (Times Available, Interpreters, etc.):

Person Code (M or F): M | Race: W | Sex: M | Date of Birth (MM/DD/YY) or Age: 05/04 | Res. Type: 2 | Res. Status: F | Extent of Injury: 0 | Injury Type(s): N | Relationship: 2 | Will victim prefer charges? ☐ Yes ☐ No ☐ N/A

SUSPECT OR MISSING PERSON

Offenses Indicator: 1-#1 2-#2 3-Both | Suspect Code: S-Suspect; A-Arrestee; E-Escapee; M-Missing; R-Missing/Recovered; R-Recovered Missing; Z-Other | Juvenile? Y/N | Name (Last, First, Middle) | Nickname/AKA | In-Book #

Last Known Address | City | State | ZIP | Residence Phone: ( )

Race | Sex | Date of Birth (MM/DD/YY) or Age | Height | Weight | Eye Color | Hair Color | Hair Length | Hair Style | Hair Texture

THEFT

Type of Theft: 00-N/A; 01-Burglary; 02-Robbery; 03-Shoplifting; 04-Pocket-picking; 05-Purse-snatching; 06-Embezzlement; 07-From Coin-Opr. Machine; 08-From Public Access Bldg.; 09-From Vehicle; 10-Extortion; 11-By Computer; 12-Fraud; 13-Of Motor Vehicle; 14-Of Motor Vehicle Parts; 15-Of Bicycle; 99-Other

CODES

Person Codes: V-Victim; P-Proprietor; A-Arrestee; S-Suspect; Z-Other

Status Codes: 1-Stolen; 2-Recovered; 3-Stolen and Recovered; 4-Recovered for Other Jurisdiction; 5-Lost; 6-Found; 7-Safekeeping; 8-Evidence/Seized; 9-Recovered by Other Jurisdiction; 0-Other

Damage Codes: 0-N/A; 1-Arson; 2-Criminal Mischief; 3-During Other Offense; 9-Other

Property Types: A-Auto Accessories/Parts; B-Bicycle; C-Camera/Photo Equipment; D-Drug(s); E-Equipment/Tools; F-Food/Liquor/Consumable; G-Gun; H-Household Appliance; I-Plant/Citrus; J-Jewelry/Precious Metal; K-Clothing/Furs; L-Livestock; M-Musical Instrument; N-Construction Machinery; O-Office Equipment; P-Art/Collectibles; Q-Computer Equipment; R-Radio/Stereo; S-Sports Equipment; T-Television/Video/VCR; U-Currency/Negotiable; V-Credit Card/Non-negotiable Paper/Instrument; W-Boat Motor; X-Structure; Y-Farm Equipment; Z-Automobile; AA-Motorcycle; BB-Truck; CC-Other Vehicle; DD-Miscellaneous/Other

PROPERTY

Person Code	Item #	Status	Property Type	Damage	Quantity	Name	Brand	Model Name/Number
V	1	S	R	0	1	PORTABLE RADIO	MOTOROLA	HT-1000

Serial Number: 402TYE2713 | Owner Applied Number: | Description (Size, Color, Caliber, Barrel Length, Etc.): COUNTY ID # 1416-109 | Property Receipt #:

Value: $ 600.00 | Value Recovered: $ 0.00 | Date Recovered (MM/DD/YY): | FCIC/NCIC:

Person Code	Item #	Status	Property Type	Damage	Quantity	Name	Brand	Model Name/Number

Serial Number | Owner Applied Number | Description (Size, Color, Caliber, Barrel Length, Etc.) | Property Receipt #

Value: $ | Value Recovered: $ 0.00 | Date Recovered (MM/DD/YY): | FCIC/NCIC:

ADMINISTRATIVE

ACCORDING TO REPORTING PARTY, TOM REYES, THE MOTOROLA HT-1000 WAS LOANED TO PHIL DALTON OF FORESTRY SERVICE DURING A BRUSH FIRE ON 22ND ST ON MAY 5TH. PHIL STATED WHEN THE RADIO QUIT WORKING HE RETURNED IT TO DAVE ALLEN (CHIEF - BPF) THE DEPT BATALLION CHIEF HAS NOT BEEN ABLE TO LOCATE THE RADIO FOR APROX. 1 WEEK AND INSTRUCTED TOM TO MAKE A MISSING/LOST PROPERTY REPORT.

RECEIVED

MAY 2 - 2003

BY.

ADMINISTRATIVE

Officer(s) Reporting: D. CHAVKA | ID Number(s): 7241-1214 | Unit: SECTOR 1 PATROL | Date: 5-12-03

Officer Reviewing (if applicable): | ID Number: | Routed To: | Referred To: | Assigned To: | By: | Date:

Case Status: | Clearance Type: 1-Arrest 2-Exceptional 3-Unfounded 4-Open/Pending | A-Adult J-Juvenile | Date Cleared:

Exception Type: 1. Extradition Declined; 2-Arrest in Primary Offense; Secondary Offenses Without Prosecution; 3-Death of Offender; 4-V/W Refused to Cooperate; 6. Juvenile/No Custody

OPS-001 08/98 N

MONROE COUNTY
INVENTORY DELETION REQUEST

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: GEORGE KERLEY

DATE:

RECEIVED MAY 2 1 2003

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1426-175	287ARU0000	Motorola Pac RT	9/30/91	$1,285.70/$0
1430-163	287ASE0080	Motorola Pac RT	4/22/94	$3,237.98/$0
1431-166	287ASE0081	Motorola Pac RT	4/22/94	$3,237.98/$0
1431-216	287ATN0032	Motorola Pac RT	4/22/94	$1,442.65/$0
1432-316	287ARS0017	Motorola Pac RT	4/22/94	$2,079.81/$0
1432-345	287ASE0082	Motorola Pac RT	4/22/94	$2,079.81/$0
1433-418	287ARS0018	Motorola Pac RT	4/22/94	$2,079.81/$0
1434-261	287ARS0019	Motorola Pac RT	4/22/94	$2,079.81/$0
1434-278	287ASE0084	Motorola Pac RT	4/22/94	$3,237.98/$0
1437-375	287ARS0021	Motorola Pac RT	9/30/91	$2,579.81/$0

CHECK APPROPRIATE LINE BELOW:

_____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
XXXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
_____ APPROVAL TO REMOVE FROM INVENTORY AND TRADE.

REASON FOR REQUEST:

used for parts – old – obsolete – no longer in used

APPROVED BY: _____ DATE: 5-13-03
PRINT NAME NORM LEGGETT

DIVISION DIRECTOR APPROVAL: _____
PRINT NAME ~~JAMES REGGIE PAROS~~
CLARK O. MARTIN, JR.

OMB FORM REVISED 11/99

MONROE COUNTY
INVENTORY DELETION REQUEST

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: GEORGE KERLEY

DATE:

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1438-458	287ASE0088	Motorola Pac RT	4/22/94	$3,237.98/$0
1438-459	287ASE0089	Motorola Pac RT	9/30/91	$2,579.81/$0
1438-460	287ASE0090	Motorola Pac RT	4/29/92	$2,330.36/$0
1438-461	287ASE0091	Motorola Pac RT	4/29/92	$2,330.36/$0
1438-462	287ASE0092	Motorola Pac RT	4/29/92	$2,331.35/$0
1439-214	287ARS0016	Motorola Pac RT	4/29/92	$2,579.81/$0
1439-227	287ASE0079	Motorola Pac RT	4/22/94	$3,227.94/$0
1440-199	287ASE0085	Motorola Pac RT	4/29/94	$3,237.98/$0

CHECK APPROPRIATE LINE BELOW:

_____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
XXXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
_____ APPROVAL TO REMOVE FROM INVENTORY AND TRADE.

REASON FOR REQUEST:

used for parts – old – obsolete – no longer in used

APPROVED BY: _____ DATE: 5-13-03
PRINT NAME NORM LEGGETT

DIVISION DIRECTOR APPROVAL: _____
PRINT NAME ~~JAMES REGGIE PAROS~~
CLARK O. MARTIN, JR.

OMB FORM REVISED 11/99

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: RE

DATE:

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
3000-174	DDVQH	Computer	3/7/98	$1903.00/0

CHECK APPROPRIATE LINE BELOW:

____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
✓ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
____ APPROVAL TO REMOVE FROM INVENTORY AND TRADE.

REASON FOR REQUEST:
broken - beyond economical repair

PREPARED BY: [signature] DATE: 5/19/03
TB Cruthlow

DIVISION DIRECTOR APPROVAL: [signature]
PRINT NAME: DENT PIERCE

TECHNICAL SERVICES APPROVAL: [signature]
PRINT NAME: TODD ERICKSON

OMB FORM REVISED 11/99

MONROE COUNTY
INVENTORY DELETION REQUEST

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

DATE:

FROM:

RECEIVED MAY 2 0 2003

	M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
	3000-129	592512007	Traffic Counter	6/3/92	$954.91/0
	3000-130	592512005			$954.91/0
	3000-131	592512006			$954.91/0
	3000-132	592512008			$954.91/0
*	3000-134	592P12011			$1,723.86/0
*	3000-133	592P12012			$1,723.86/0
*	3000-140	Na	Traffic Monitoring	9/29/92	$9,017.00/0

CHECK APPROPRIATE LINE BELOW:

_____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
XXXX APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
_____ APPROVAL TO REMOVE FROM INVENTORY AND TRADE.

REASON FOR REQUEST:

old - obsolete - used for parts - beyond economical repair
* not state complience

PREPARED BY: [signature]
PRINT NAME P. B. Cruthlow

DATE: 5/16/03

DIVISION DIRECTOR APPROVAL: [signature]
PRINT NAME Dent PIERCE
5/19/03

OMB FORM REVISED 11/99

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: DIVINA SPEER
PROPERTY CLERK, FINANCE DEPT.

FROM: MEGGAN A. MEGGS
GROUP INSURANCE OFFICE

DATE: 05/07/2003 x 3457

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
3300-121	8262506	DELL MONITOR	9/30/96	↓
↑ WITH ↓	00151329 12741-666-2705	MICROSOFT MOUSE DELL KEYBOARD	9/30/96	↓
3300-121	77ZCW	DELL OPTIPLEX GMT+ 5100 CPU	9/30/96	2,063 → Ø
3300-123	826 2516	DELL MONITOR	9/30/96	↓
↑ WITH ↓	LZN02326264 C0201101484	DELL MOUSE KEYTRONIC KEYBOARD	9/30/96	↓
3300-123	77ZD4	DELL OPTIPLEX GMT+ 5100 CPU	9/30/96	2,063 → Ø

CHECK APPROPRIATE LINE BELOW:

✓ APPROVAL TO REMOVE FROM INVENTORY AND ~~ADVERTISE FOR BIDS.~~ DONATE TO CHURC
____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT. SEE ATTACHE
____ APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST:

PURCHASE OF NEW EQUIPMENT

PREPARED BY: Meggan A. Meggs DATE: 05/07/2003

DIVISION DIRECTOR APPROVAL: Sheila A Barker
PRINT NAME: Sheila A. BARKER

TECHNICAL SERVICES APPROVAL: Todd Eri
PRINT NAME: Todd Eriksson

OMB FORM REVISED 11/99

CORNISH MEMORIAL A.M.E. ZION CHURCH
702 WHITEHEAD ST. KEY WEST, FL 33040
(305) 294-2350
JAMES F. THORNTON, PASTOR

May 2, 2003

Dear Sirs,

I am writing this letter as a request for any surplus office equipment that you may have on hand and preparing to dispose of. We are in the process of revitalizing our church and would appreciate any consideration you could give to us.

We are willing to accept the equipment in an(as is) condition, not expecting the county to be responsible for any repairs.
Thank You In Advance.

Rev. James F. Thornton

Rev. James F. Thornton, Pastor

MAY 15 2003

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER
PROPERTY CLERK FINANCE DEPT

FROM: Janice Duran
Monroe County Health Dep

DATE: 2/28/03

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
2000-844	HEFGG	Dell/optiplex GX1	9/13/01	999.00 / ~~200.00~~ 782.55
2000-847	8NCK6	Dell/optiplex GS	9/13/01	1128.00 / ~~200.00~~ 883.60
2000-848	6LPFO	Dell/optiplex	9/13/01	1802.00 / ~~200.00~~ 1411.59
2000-955	7XPJ11	Dell/Poweredge 4600	9/1/02	6747.10 / ~~3200.00~~ 6634.60

CHECK APPROPRIATE LINE BELOW:

___ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
✓ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
___ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO Gay & Lesbian Community Center

REASON FOR REQUEST:
too costly to upgrade

PREPARED BY: JANICE DURAN DATE: 5/21/03

DIVISION DIRECTOR APPROVAL: [signature] 5/24/03
PRINT NAME: R.C. RUTHERFORD, MD

TECHNICAL SERVICES APPROVAL: [signature] 5/24/03
PRINT NAME: TODD ERICKSON

GAY & LESBIAN COMMUNITY CENTER

RECEIVED
APR 18 2003

April 15, 2003

Dr. Jake Rutherford, Administrator
Monroe County Health Department
1100 Simonton Gato Building
Key West, FL 33040

RE: Surplus computers

Dear Dr. Rutherford:

If the County has a few surplus outdated personal computers it may need to dispose of the Gay & Lesbian Community Center could make good use of them for the benefit of the general public.

The Center is a nonprofit charity certified under the IRS 501c3 rule. Among its many programs, the Center operates a free Internet Café for use by the general public as a community service. Some 1,150 people use our facilities each month not only for Internet access but HIV testing/counseling, several self-help groups and crisis intervention/referral.

I'm attaching a copy of our IRS charitable certification and would be happy to answer any questions you might have regarding any of the Center's functions.

Yours truly,

Scott Fraser, Administrator

Gay and Lesbian Community Center □1075 Duval Square□Key West, FL□305-292-3223

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER
PROPERTY CLERK FINANCE DEPT

FROM: Janice Duran
Monroe County Health Dept

DATE: 2/28/03

I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
2000-749	BQH94	Dell/optiplex GSL	10/13/97	1720.00 / 0 ~~150.00~~
2000-750	BQ H9P	Dell/optiplex GSL	10/27/97	1720.00 / 0 ~~150.00~~
2000-753	EYP4Q	Dell/optiplex GSA	6/18/99	1676.00 / 586.60 ~~150.00~~
2000-754	EYP4P	Dell/optiplex GX	6/18/99	1676.00 / 586.60 ~~150.00~~
2000-756	HBTGS	Dell/optiplex GX1	6/18/99	1535.00 / 537.25 ~~200.00~~
2000-757	HBTGQ	Dell/optiplex GX1	6/18/99	1535.00 / 537.25 ~~200.00~~
2000-758	HBTGK	Dell/optiplex GX1	6/18/99	1535.00 / 537.25 ~~200.00~~
2000-759	HBTGV	Dell/optiplex GX1	6/18/99	1535.00 / 537.25 ~~200.00~~
2000-767	1EQ1N	Dell/optiplex GX1	7/8/99	1081.14 / 378.40 ~~200.00~~
2000-768	1EQ1U	Dell/optiplex GX1	7/8/99	1081.14 / 378.40 ~~200.00~~

CHECK APPROPRIATE LINE BELOW:

____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
✓ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO Jackson County Health Dept.

REASON FOR REQUEST:
Too costly to upgrade

PREPARED BY: Janice Duran DATE: 5/21/03

DIVISION DIRECTOR APPROVAL: [signature] 5/24/03
PRINT NAME: RC Rutherford, MD

TECHNICAL SERVICES APPROVAL: [signature] 5/24/03
PRINT NAME: TODD ERICKSON

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER
PROPERTY CLERK FINANCE DEPT

FROM: Janice Duran
Monroe County Health Dep

DATE: 2/28/03

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
2000-769	1E02R	Dell/optiplex GX1	7/8/99	1081.14 / ~~200.00~~ 378.40
2000-771	1E02A	Dell/optiplex GX1	7/8/99	1081.14 / ~~200.00~~ 378.40
2000-772	1E02P	Dell/optiplex GX1	7/8/99	1081.14 / ~~200.00~~ 378.40
2000-773	1E01M	Dell/optiplex GX1	7/8/99	1081.14 / ~~200.00~~ 378.40
2000-774	1E026	Dell/optiplex GX1	7/8/99	1081.14 / ~~200.00~~ 378.40
2000-775	1E02D	Dell/optiplex GX1	7/8/99	1081.14 / ~~200.00~~ 378.40
2000-777	1E01D	Dell/optiplex GX1	7/8/99	1081.14 / ~~200.00~~ 378.40
2000-780	1E01X	Dell/optiplex GX1	7/8/99	1081.14 / ~~200.00~~ 378.40
2000-781	1E02J	Dell/optiplex GX1	7/8/99	1081.14 / ~~200.00~~ 378.40
2000-782	1E01Q	Dell/optiplex GX1	7/8/99	1081.14 / ~~200.00~~ 378.40

CHECK APPROPRIATE LINE BELOW:

____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
✓ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO Jackson County Health Dept

REASON FOR REQUEST:
too costly to upgrade

PREPARED BY: JANICE DURAN DATE: 5/21/03

DIVISION DIRECTOR APPROVAL: RC Rutherford 5/24/03
PRINT NAME: RC RUTHERFORD, MD 5/24/03

TECHNICAL SERVICES APPROVAL: [signature] 5/28/03
PRINT NAME: TODD ERICKSON

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER
PROPERTY CLERK FINANCE DEPT

FROM: Janice Duran
Monroe County Health Dept

DATE: 2/28/03

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
2000-783	1E02G	Dell/Optiplex GX1	7/8/99	1081.14 / 378.40
2000-785	1E022	Dell/Optiplex GX1	7/8/99	1081.14 / 378.40
2000-787	1E027	Dell/Optiplex GS1	7/8/99	1081.14 / 378.40
2000-788	1E01F	Dell/Optiplex GX1	7/8/99	1081.14 / 378.40
2000-789	1E028	Dell/Optiplex GX1	7/8/99	1081.14 / 378.40
2000-790	1JRNB	Dell/Optiplex GX1	6/18/99	2161.50 / 756.52
2000-791	1JRNI	Dell/Optiplex GX1	6/18/99	2161.50 / 756.52
2000-793	0378A	Dell/Optiplex GX1	3/15/99	1700.00 / 481.67
2000-794	1JW1E	Dell/Optiplex GX1	3/25/99	1654.00 / 496.2
2000-795	0377U	Dell/Optiplex GX1	3/25/99	1654.00 / 496.2

CHECK APPROPRIATE LINE BELOW:

____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
✓ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO Jackson County Health Dept.

REASON FOR REQUEST:
Too costly to upgrade

PREPARED BY: JANICE DURAN DATE: 5/21/03

DIVISION DIRECTOR APPROVAL: RC Rutherford 5/29/03
PRINT NAME: RC Rutherford

TECHNICAL SERVICES APPROVAL: [signature] 5/28/03
PRINT NAME: TODD ERICKSON

Jeb Bush
Governor

FLORIDA DEPARTMENT OF HEALTH

John O. Agwunobi, M.D., M.B.A.
Secretary

March 4, 2003

Christopher R. Smith, M.B.A.
Monroe County Health Department

Jackson County Health Department is requesting from Monroe County Health Department 30 computers that are going to surplus. Jackson County Health Department is in need of these computers because of budget constraints. Any assistance in this matter is greatly appreciated.

Jimmy Rigsby
Administrator

Joseph A. Blankenship
OMCII

Jackson County Health Department
P.O. Box 310
Marianna, Florida 32447

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER
PROPERTY CLERK FINANCE DEPT

FROM: Janice Duran
Monroe County Health Dep

DATE: 3/28/03

MC I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST PRESENT VALUE
2000-802	B57DF	Dell/optiplex GX1	4/18/00	1845.00 / ~~200.00~~ 953.25
2000-803	GBXUR	Dell/optiplex GX1	4/18/00	1649.00 / ~~200.00~~ 851.98
2000-806	G4U8D	Dell/optiplex GX1	1/27/00	1649.00 / ~~200.00~~ 769.53
2000-813	HEFGF	Dell/optiplex GX1	3/23/00	999.00 / ~~200.00~~ 499.50
2000-815	6LPF8	Dell/optiplex GX1	3/23/00	999.00 / ~~200.00~~ 499.50
2000-816	HEFGK	Dell/optiplex GX1	3/23/00	999.00 / ~~200.00~~ 499.50
2000-817	HEFGQ	Dell/optiplex GX1	3/23/00	999.00 / ~~200.00~~ 499.50
2000-818	HEFGS	Dell/optiplex GX1	3/23/00	999.00 / ~~200.00~~ 499.50
2000-837	HEFTD	Dell/optiplex GX1	1/3/01	1099.00 / ~~200.00~~ 714.35
2000-843	HEFGT	Dell/optiplex GX1	9/13/01	999.00 / ~~200.00~~ 782.55

CHECK APPROPRIATE LINE BELOW:

____ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT. C - Trinity Presbyterian church
✓ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO A - AIDS Help.

REASON FOR REQUEST:
too costly to upgrade

PREPARED BY: Janice Duran DATE: 5/21/03

DIVISION DIRECTOR APPROVAL: R.C. Rutherford 5/24/03
PRINT NAME: R.C. RUTHERFORD, MD

TECHNICAL SERVICES APPROVAL: [signature] 5/28/03
PRINT NAME: TODD ERICKSON

Peace Covenant Presbyterian Church

2610 Flagler Avenue
Key West, Florida 33040
Len Millison, Pastor
(305) 294-1223

January 6, 2003

TO WHOM IT MAY CONCERN:

We would like to request your donation of 4 or 5 used computers (and their related equipment) to be donated to the two Presbyterian churches of Key West. They are Trinity Presbyterian Church on Simonton Street, and Peace Covenant Presbyterian Church on Flagler Avenue.

These computers will be used in our church offices or buildings and used for the work and administrative functions of the church.

Thank you for your consideration and generosity.

Yours truly,

Rev Leonard E Millison

Rev. Leonard E. Millison
Pastor
Peace Covenant Presbyterian Church

AIDS HELP INC.

Dear Janice,

I would like to make a request on behalf of the Education and Prevention Department at AIDS Help, Inc. for the donation of any computers and monitors that might be available from the Monroe County Department of Health. I understand from Cindy Francisco that the DOH recently upgraded many of their computers and that these used computers might be available for use by AIDS Help, Inc. I appreciate your time and consideration of this request.

Thank you,

John Mikytuck

Director of Education

P.O.Box 4374, Key West, FL 33041-4374
(305) 296-6196 • FAX: (305) 296-6337
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