



SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM: 2001-011
CONTACT: Patricia K. Hagan
Accountant
TELEPHONE: (850) 689-7153
Property Control Dept.

TO: All Principals
FROM: Patricia Wascom, Chief Financial Officer *Patricia Wascom*
DATE: May 21, 2001
SUBJECT: Instructions for Teacher Computers
For Teachers Who Are Retiring, Leaving the District or Moving to Another School or Department in the District

If you have teachers that are retiring, leaving the District, or not returning for any reason, please do not allow teachers to leave for the summer without settling the computer questions. Instructions for handling teacher computers are as follows:

Top-Notch Teacher Computer: Teachers were able to earn computers for their classrooms in the Top-Notch Teacher program.

If the teacher in this program is retiring or leaving district employment, the computers will remain at the school and can be reassigned to classrooms or labs at the principal's discretion.

If the teacher is being reassigned to another school in the District, a Form MIS 2088 must be completed and signed by the principal at both schools for the computers to be removed from their current inventory site and transferred to a new location.

Computers for Teachers Program: Teachers that were assigned computers under this program are required by contract to have the computers at the school when they are there.

If teachers are retiring or leaving district employment, they have the option of purchasing the computer or leaving it at the school.

- a. *If the teacher wishes to purchase the computer*, please call Property Control at 689-7363 no later than May 29, 2001 and have the property number and the teacher's name available. We will prepare the proper paperwork for purchase of the computer and forward it to you for signatures. Please return the signed paperwork and the check to pay for the computer to the Property Department along with the tag from the computer. The check should be made payable to the *Okaloosa County School District*.
- b. *If the teacher does not wish to purchase the computer*, please call us at (850) 689-7363. We must pick up the computer and have it "ghosted" by BTG. Once this process is completed, we will return the computer to your school remove the teacher's name as the responsible party, and assign the computer to your school's inventory. We realize that many of you have personnel that are able to "ghost" these computers. However, we require that the above steps be followed in order for the District to properly account for the computers on property inventory records.

Thank you for your assistance in this matter.

C Asst. Superintendents
Quality Assurance
Chief Human Resource Officer
Chief Information Officer
Community Affairs

Boulder

MODE = MEMORY TRANSMISSION

START=MAY-22 14:33

END=MAY-22 16:14

FILE NO. = 113

NO.	COM	ABBR/NTWK	STATION NAME/ TELEPHONE NO.	PAGES	PRG.NO.	PROGRAM NAME
001	OK	[33]	SOUTHSIDE	002/002	[P1]	SCHOOLS
002	OK	[34]	VALPARAISO	002/002	[P1]	SCHOOLS
003	OK	[35]	WALKER	002/002	[P1]	SCHOOLS
004	OK	[36]	WRIGHT	002/002	[P1]	SCHOOLS
005	OK	[96]	DJJ	002/002	[P1]	SCHOOLS
006	OK	[97]	DESTINMS	002/002	[P1]	SCHOOLS
007	OK	[98]	DAVIDSON	002/002	[P1]	SCHOOLS
008	OK	[99]	ANTIOCH	002/002	[P1]	SCHOOLS
009	OK	<01>	BAKER	002/002	[P1]	SCHOOLS
010	OK	<02>	BAUT	002/002	[P1]	SCHOOLS
011	OK	<03>	BRUNER	002/002	[P1]	SCHOOLS
012	OK	<04>	BLUEWATER	002/002	[P1]	SCHOOLS
013	OK	<05>	BOB SIKES	002/002	[P1]	SCHOOLS
014	OK	<06>	CHEROKEE	002/002	[P1]	SCHOOLS
015	OK	<07>	CHOCTAWHATCHEE	002/002	[P1]	SCHOOLS
016	OK	<08>	COMBSNEWHEIGHTS	002/002	[P1]	SCHOOLS
017	OK	<09>	CRESTULEHIGH	002/002	[P1]	SCHOOLS
018	INC	<10>	COURTHOUSE	000/002	[P1]	SCHOOLS
019	OK	<11>	DESTIN	002/002	[P1]	SCHOOLS
020	OK	<12>	EDGE	002/002	[P1]	SCHOOLS
021	OK	<13>	EDWINS	002/002	[P1]	SCHOOLS
022	OK	<14>	ELLIOTPOINT	002/002	[P1]	SCHOOLS
023	OK	<15>	FLOROSA	002/002	[P1]	SCHOOLS
024	OK	<16>	FTWALTON	002/002	[P1]	SCHOOLS
025	OK	<17>	KENWOOD	002/002	[P1]	SCHOOLS
026	OK	<18>	LAURELHILL	002/002	[P1]	SCHOOLS
027	OK	<19>	LEWIS	002/002	[P1]	SCHOOLS
028	OK	<20>	LONGWOOD	002/002	[P1]	SCHOOLS
029	OK	<21>	MARYESTHER	002/002	[P1]	SCHOOLS
030	OK	<22>	MEIGS	002/002	[P1]	SCHOOLS
031	OK	<23>	NICEVILLE	002/002	[P1]	SCHOOLS
032	OK	<24>	NORTHWOOD	002/002	[P1]	SCHOOLS
033	OK	<25>	OSAKHILL	002/002	[P1]	SCHOOLS
034	OK	<26>	OCEANCITY	002/002	[P1]	SCHOOLS
035	OK	<27>	PLEW	002/002	[P1]	SCHOOLS
036	OK	<28>	PRYOR	002/002	[P1]	SCHOOLS
037	OK	<29>	RICHBOURG	002/002	[P1]	SCHOOLS
038	OK	<30>	RUCKEL	002/002	[P1]	SCHOOLS
039	OK	<31>	SHALIMAR	002/002	[P1]	SCHOOLS
040	OK	<32>	SILVERSANDS	002/002	[P1]	SCHOOLS

RECEIVED
 MAY 23 2001



**School District of Okaloosa County
FINANCE DEPARTMENT**

120 Lowery Place, S.E.
 Fort Walton Beach, Florida 32548-5595
 Telephone (850)833-7652

Fort Walton Beach, Florida 32548-5595
Telephone (850)833-7652
FAX (850)833-7699

FAX TRANSMITTAL SHEET

DATE: 5/22/01 TIME: 12:30pm

PLEASE DELIVER IMMEDIATELY TO THE FOLLOWING NAMED RECIPIENT:

NAMED RECIPIENT: All School Bookkeepers

RECIPIENT'S FAX NUMBER: _____

SENDER'S NAME: Finance

SENDER'S PHONE NUMBER: 833-7652

NUMBER OF PAGES: 2 (INCLUDING COVER SHEET)

MESSAGE: _____

If you did not receive all pages listed or if pages are not legible, please immediately notify sender by telephone. Original will be sent if requested or required.

CONFIDENTIALITY NOTICE

THE DOCUMENTS ACCOMPANYING THIS FAX TRANSMISSION MAY CONTAIN CONFIDENTIAL INFORMATION. ALL INFORMATION TRANSMITTED IS INTENDED ONLY FOR THE USE OF THE ABOVE NAMED RECIPIENT. IF YOU ARE NOT THE NAMED RECIPIENT, YOU ARE NOT AUTHORIZED TO READ, DISCLOSE, COPY, DISTRIBUTE OR TAKE ANY ACTION IN RELIANCE ON THE INFORMATION, AND ANY ACTION OTHER THAN IMMEDIATE DELIVERY TO THE NAMED RECIPIENT IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS FAX IN ERROR, DO NOT READ THE INFORMATION, AND PLEASE IMMEDIATELY NOTIFY THE SENDER BY TELEPHONE TO ARRANGE FOR A RETURN OF THE DOCUMENTS. IF YOU ARE THE NAMED RECIPIENT YOU ARE NOT AUTHORIZED TO REVEAL ANY OF THIS INFORMATION TO ANY OTHER UNAUTHORIZED PERSON, AND ARE HEREBY INSTRUCTED TO DESTROY THE INFORMATION WHEN NO LONGER NEEDED.

MODE = MEMORY TRANSMISSION

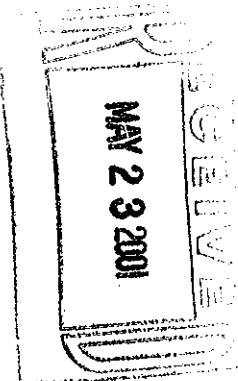
START=MAY-22 13:31

END=MAY-22 15:01

FILE NO. = 112

Paula

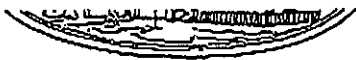
NO.	COM	ABBR/NTWK	STATION NAME/ TELEPHONE NO.	PAGES	PRG.NO.	PROGRAM NAME
001	OK	[33]	SOUTHSIDE	002/002	[P1]	SCHOOLS
002	OK	[34]	VALPARAISO	002/002	[P1]	SCHOOLS
003	OK	[35]	WALKER	002/002	[P1]	SCHOOLS
004	OK	[36]	WRIGHT	002/002	[P1]	SCHOOLS
005	OK	[96]	DJJ	002/002	[P1]	SCHOOLS
006	OK	[97]	DESTINMS	002/002	[P1]	SCHOOLS
007	OK	[98]	DAVIDSON	002/002	[P1]	SCHOOLS
008	OK	[99]	ANTIOCH	002/002	[P1]	SCHOOLS
009	OK	<01>	BAKER	002/002	[P1]	SCHOOLS
010	OK	<02>	BAUT	002/002	[P1]	SCHOOLS
011	OK	<03>	BRUNER	002/002	[P1]	SCHOOLS
012	OK	<04>	BLUEWATER	002/002	[P1]	SCHOOLS
013	OK	<05>	BOB SIKES	002/002	[P1]	SCHOOLS
014	OK	<06>	CHEROKEE	002/002	[P1]	SCHOOLS
015	OK	<07>	CHOCTAWHATCHEE	002/002	[P1]	SCHOOLS
016	OK	<08>	COMBSNEWHEIGHTS	002/002	[P1]	SCHOOLS
017	OK	<09>	CRESTLEHIGH	002/002	[P1]	SCHOOLS
018	INC	<10>	COURTHOUSE	000/002	[P1]	SCHOOLS
019	OK	<11>	DESTIN	002/002	[P1]	SCHOOLS
020	OK	<12>	EDGE	002/002	[P1]	SCHOOLS
021	OK	<13>	EDWINS	002/002	[P1]	SCHOOLS
022	OK	<14>	ELLIOTPOINT	002/002	[P1]	SCHOOLS
023	OK	<15>	FLOROSA	002/002	[P1]	SCHOOLS
024	OK	<16>	FTWALTON	002/002	[P1]	SCHOOLS
025	OK	<17>	KENWOOD	002/002	[P1]	SCHOOLS
026	OK	<18>	LAURELHILL	002/002	[P1]	SCHOOLS
027	OK	<19>	LEWIS	002/002	[P1]	SCHOOLS
028	OK	<20>	LONGWOOD	002/002	[P1]	SCHOOLS
029	OK	<21>	MARYESTHER	002/002	[P1]	SCHOOLS
030	OK	<22>	MEIGS	002/002	[P1]	SCHOOLS
031	OK	<23>	NICEVILLE	002/002	[P1]	SCHOOLS
032	OK	<24>	NORTHWOOD	002/002	[P1]	SCHOOLS
033	OK	<25>	OAKHILL	002/002	[P1]	SCHOOLS
034	OK	<26>	OCEANCITY	002/002	[P1]	SCHOOLS
035	OK	<27>	PLEW	002/002	[P1]	SCHOOLS
036	OK	<28>	PRYOR	002/002	[P1]	SCHOOLS
037	OK	<29>	RICHBOURG	002/002	[P1]	SCHOOLS
038	OK	<30>	RUCKEL	002/002	[P1]	SCHOOLS
039	OK	<31>	SHALIMAR	002/002	[P1]	SCHOOLS
040	OK	<32>	SILVERSANDS	002/002	[P1]	SCHOOLS





**School District of Okaloosa County
FINANCE DEPARTMENT**

120 Lowcry Place, S.E.
Fort Walton Beach, Florida 32548-5595
Telephone (850)833-7652



CONTINUE FROM PREVIOUS PAGE 001
120 Lowery Place, S.E.
Fort Walton Beach, Florida 32548-5595
Telephone (850)833-7652
FAX (850)833-7699

FAX TRANSMITTAL SHEET

DATE: 5/22/01 TIME: 12:30pm

PLEASE DELIVER IMMEDIATELY TO THE FOLLOWING NAMED RECIPIENT:

NAMED RECIPIENT: All Principals

RECIPIENT'S FAX NUMBER: _____

SENDER'S NAME: Finance

SENDER'S PHONE NUMBER: 833-7652

NUMBER OF PAGES: 2 (INCLUDING COVER SHEET)

MESSAGE: _____

If you did not receive all pages listed or if pages are not legible, please immediately notify sender by telephone. Original will be sent if requested or required.

CONFIDENTIALITY NOTICE

THE DOCUMENTS ACCOMPANYING THIS FAX TRANSMISSION MAY CONTAIN CONFIDENTIAL INFORMATION. ALL INFORMATION TRANSMITTED IS INTENDED ONLY FOR THE USE OF THE ABOVE NAMED RECIPIENT. IF YOU ARE NOT THE NAMED RECIPIENT, YOU ARE NOT AUTHORIZED TO READ, DISCLOSE, COPY, DISTRIBUTE OR TAKE ANY ACTION IN RELIANCE ON THE INFORMATION, AND ANY ACTION OTHER THAN IMMEDIATE DELIVERY TO THE NAMED RECIPIENT IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS FAX IN ERROR, DO NOT READ THE INFORMATION, AND PLEASE IMMEDIATELY NOTIFY THE SENDER BY TELEPHONE TO ARRANGE FOR A RETURN OF THE DOCUMENTS. IF YOU ARE THE NAMED RECIPIENT YOU ARE NOT AUTHORIZED TO REVEAL ANY OF THIS INFORMATION TO ANY OTHER UNAUTHORIZED PERSON, AND ARE HEREBY INSTRUCTED TO DESTROY THE INFORMATION WHEN NO LONGER NEEDED.