



EXHIBIT "J"

OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: JUNE 21, 2023
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: ANNUAL FIXED ASSESTS INVENTORY

Per South Florida State College Procedure 2074, a physical inventory of all tagged property shall be taken once each fiscal year. The below items were not located during the course of the 2022/23 physical inventory cycle. These items are believed to have been disposed of or traded for replacement equipment.

We request the Board's permission to remove these items from property records. These items were not capitalized when purchased or have been fully depreciated pursuant to college policy. Accordingly, the deletion of these items has no financial impact on the college.

Table with 4 columns: Asset #, Description, Cost, Purchase Date. Rows include Mannequin, Stretcher, Manley Hydraulic Bende, Advance Aquacleen 18", Full-Body Mannequin, Vital Signs Monitor, 12 Channel EKG, Walk Behind Carpet Extractor.

SUGGESTED MOTION:
Move to approve the deletion of College property from inventory records as presented.