



**MISSISSIPPI OFFICE OF THE STATE AUDITOR**  
**STACEY E. PICKERING, AUDITOR**

PERFORMANCE AUDIT DIVISION  
DISTRICT EXIT CONFERENCE

*December 12, 2013*

---

**West Tallahatchie School District**

Beginning on Monday, December 9, 2013, the Office of the State Auditor's Performance Audit Division (PAD) performed a limited review of the accuracy and reliability of student and personnel data transmitted to the Mississippi Department of Education for the purpose of determining funding for local school districts. OSA reviewed the following:

**Student Enrollment**

1. I determined whether there is a written policy on enrollment requirements and procedures at each school. As a result, I found the following:

RH Bearden Elementary and West Tallahatchie High have a written policy on enrollment requirements and procedures.

2. I determined whether the number of students enrolled in school is being accurately reported. As a result, I found the following:

RH Bearden Elementary is reporting the number of students enrolled accurately.

West Tallahatchie High is **not** reporting the number of students enrolled accurately.

3. I determined whether the school is following policy regarding student enrollment records. As a result, I found the following:

RH Bearden Elementary is not following policy regarding student enrollment. Of the records reviewed, 20 out of 24 had missing, incomplete, or invalid proof of residency.

West Tallahatchie High is not following policy regarding student enrollment. Of the records reviewed, 12 out of 16 had missing, incomplete, or invalid proof of residency.

4. I determined whether the selected student's information is in the student package and is the same as the information kept in the student's record. As a result, I found the following:

At RH Bearden Elementary, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 16 out of 24 student's information **did not match** information in the student package.

At West Tallahatchie High, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 9 out of 16 student's information **did not match** information in the student package.



**Student Attendance/Absenteeism**

1. I determined whether there is a written policy on monitoring and reporting student absences. As a result, I found the following:

RH Bearden Elementary and West Tallahatchie High have a written policy on monitoring and reporting student absences.

2. I determined whether the school is following policy regarding attendance and absenteeism. As a result, I found the following:

RH Bearden Elementary is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 21 did not contain enough information to actually validate the excused absence; 1 out of 21 excuses did not comply with district and/or school policies.

West Tallahatchie High is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 3 out of 3 did not contain enough information to actually validate the excused absence.

**Graduation – THIS IS ONLY PERFORMED AT SCHOOLS WITH A 12<sup>TH</sup> GRADE**

1. I determined whether graduation requirements are being met. As a result, I found the following:

At West Tallahatchie High, not all students selected met graduation requirements. Of the records reviewed, 4 out of 4 did not earn the minimum number of Carnegie units and 1 out of 4 did not pass or did not have documentation of being exempt from the Subject Area Tests.

2. I determine whether all graduation records were complete. As a result, I found the following:

At West Tallahatchie High, all graduation records were complete.

**School Attendance Reporting**

1. I determined whether the school is following policy regarding the reporting of unexcused absences. As a result, I found the following:

RH Bearden Elementary is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 1 out of 7 students reviewed was not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 4 out of 7 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

West Tallahatchie High is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 3 out of 4 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

2. I determined whether the school attendance officer is following policy regarding reporting of unexcused absences. As a result, I found the following:



At RH Bearden Elementary and West Tallahatchie High, the attendance officer is following policy regarding the reporting of unexcused absences.

**Reporting of Suspensions**

1. I determined whether the school is following policy regarding the reporting of suspensions. As a result, I found the following:

RH Bearden Elementary is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 3 out of 5 were not reported to the school attendance officer as they occurred as required by law.

West Tallahatchie High is following policy regarding the reporting of suspensions.

**Posting of Historical Documents**

1. I determined whether the school is posting the required historical documents. As a result, I found the following:

RH Bearden Elementary is not posting the required historical documents. Of the classrooms reviewed, 6 out of 28 did not have the required historical documents. Of the classrooms reviewed, 13 out of 28 did not have the required historical documents properly displayed.

West Tallahatchie High is not posting the required historical documents. Of the classrooms reviewed, 7 out of 27 did not have the required historical documents. Of the classrooms reviewed, 15 out of 27 did not have the required historical documents properly displayed.

**Teacher Endorsements**

1. I determined whether teachers in the school have proper endorsements for the subjects they teach. As a result, I found the following:

At RH Bearden Elementary and West Tallahatchie High, all the teachers reviewed have proper endorsements for the subjects they teach.

**Textbooks**

1. I determined whether each child in the school is assigned a textbook in each applicable class. As a result, I found the following:

Of the classes reviewed at RH Bearden Elementary, 12 out of 20 classes did not assigned textbooks to all students enrolled.

Of the classes reviewed at West Tallahatchie High, 20 out of 20 classes did not assigned textbooks to all students enrolled.

**Note: If you are found not in compliance in this area, it is in no way OSA's intention for you to purchase textbooks for each student in your district. OSA is simply pointing out the lack of compliance with this law as it is currently written. At this time, OSA is working diligently with**



**the MS Legislature to amend this law in such a manner that the intent of the law is met, but there is no undue burden placed on the district/school.**

**Safety**

1. I determined whether the district/schools are in compliance with all required safety laws and policies. As a result, I found the following:

District

West Tallahatchie District is not in compliance with all required safety laws and policies.

Schools

RH Bearden Elementary is not in compliance with all required safety laws and policies.

West Tallahatchie High is not in compliance with all required safety laws and policies.

**Property Internal Controls**

1. I determined whether the district has internal controls related to property and whether the district is adhering to those controls. As a result, I found the following:

West Tallahatchie School District does not have written internal controls related to property. There are unwritten controls; however, the district is not adhering to those controls. The information on the purchase order did not match the information in the inventory system for 10 out of 20 items reviewed; and the inventory system/listing had the incorrect location for 7 out of 20 items reviewed; 1 out of 20 items did not have a visible asset number, and 1 out of 20 items could not be located.

**Vehicles**

1. I determined whether the district is following policy regarding the marking of district vehicles. As a result, I found the following:

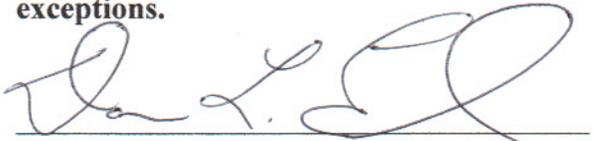
West Tallahatchie School District is following policy regarding the marking of district vehicles.

**NOTE: Please be advised, a copy of this report is made available to the Mississippi State Board of Education and the Commission on School Accreditation as an element of review for administering the State performance-based accreditation system for public schools. As a result, any adverse findings in this report may affect your accreditation status.**



I would like to thank you for taking time out of your busy schedule to discuss the results of the review in your district. Copies of all audit exceptions are available upon your request. Please submit formal comments regarding the audit to me, at PO Box 1151, Ackerman, MS 39735, **within one week from today**. If you have questions or comments, please feel free to contact myself or Keyla Bradford, Project Manager, at 601-576-2800.

**By signing below you agree that you have received a copy of this report and a brief explanation of the exceptions.**

  
\_\_\_\_\_  
Superintendent Signature

12-13-2013  
Date

**WEST TALLAHATCHIE SCHOOL DISTRICT  
AUDIT RESPONSES**



**DEPUTY SUPERINTENDENT**

---

**MR. HULL FRANKLIN**

**SUPERINTENDENT**

**DR. DARRON L. EDWARDS**

**#1**

**STUDENT ENROLLMENT**

**{1-4 }**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b></p> <p><b>NO ACTION REQUIRED</b></p>		

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{2}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> R. H. Bearden Elem. is reporting attendance correctly.</p> <p>West Tallahatchie High school has implemented a more strategic plan for recording attendance. Our administrators are collaborating with each other and sharing what works for their schools in these regards. (e.g. daily bulletins, printing out beginning and ending attendance reports daily with SAM7, periodic head counts, etc.)</p> <p>In addition, the high school principal will begin monitoring attendance reports bi-weekly to ensure accuracy of the data.</p> <p>Also, we have a district-wide accreditation team in place to guarantee these measures are being taken to prevent such inaccuracies.</p>		

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{3}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> Both the R. H. Bearden Elementary and West Tallahatchie school's leadership teams will be responsible for reviewing and monitoring all school files and record on a coherent bi-weekly basis. This process will ensure all information is current and accurately reported.</p> <p>A checklist has been formulated to ensure all documents requested are present and accurate to ensure state compliance.</p> <p>Also, we have a district-wide accreditation team in place to guarantee these measures are being taken to prevent such inaccuracies.</p>		

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{4}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> After we have implemented # 3, this will ensure all information is collected and cross-checked for physical addresses, shot records, and etc. Each school's leadership team will assume full responsibility for reviewing and monitoring such data on a regular basis.</p> <p>Finally, the counselor will be responsible for entering all data that has been collected into SAM7.</p>		

**#2**

**STUDENT ATTENDANCE**

**{1-2}**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> Both R. H. Bearden and West Tallahatchie High have policies in place that have been board approved.</p> <p><b>NO ACTION REQUIRED</b></p>		

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{2}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> When Office Managers receive students' excuses for absences, they will stamp them to validate receipt of such document. Then after, the student will be issued an admit slip by the Office Manager in which all sections will be completed. (e.g., student's first, and last name, date(s) of absence, etc.)</p>		

**#3**

**GRADUATION**

**{1-2}**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> The counselor will check the records of the students in question as well as all seniors and ensure their information is accurately transferred from MSIS to the students' accumulative folders.</p> <p>We have a district-wide accreditation team in place that will periodically review, monitor, and access the student files and records to ensure all student information is being reported accurately on every student's accumulative folder.</p>		

*Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.*

{2}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b></p> <p><b>NO ACTION REQUIRED</b></p>		

**#4**  
**SCHOOL ATTENDANCE**  
**REPORT(S)**  
**{1-2}**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> Office Managers will print a daily attendance report from SAM7 at the end of each day and submit it to the district's Truancy officer. This will ensure accurate and timely reporting regarding student absenteeism.</p> <p>We have a district-wide accreditation team in place to guarantee these measures are being taken to prevent such inaccuracies</p>		

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{2}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b></p> <p><b>NO ACTION REQUIRED</b></p>		

**#5**  
**REPORTING**  
**&**  
**SUSPENSION(S)**  
**{1}**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> R. H. Bearden has restructured their duties and obligations as it relates to the reporting of suspensions. This is now the responsibility of the Assistant Principal and not the Office Manager.</p> <p>We have a district-wide accreditation team in place to guarantee these measures are being taken to prevent such inaccuracies</p> <p style="text-align: center;"><b>West Tallahatchie High School – NO ACTION REQUIRED</b></p>		

**#6**

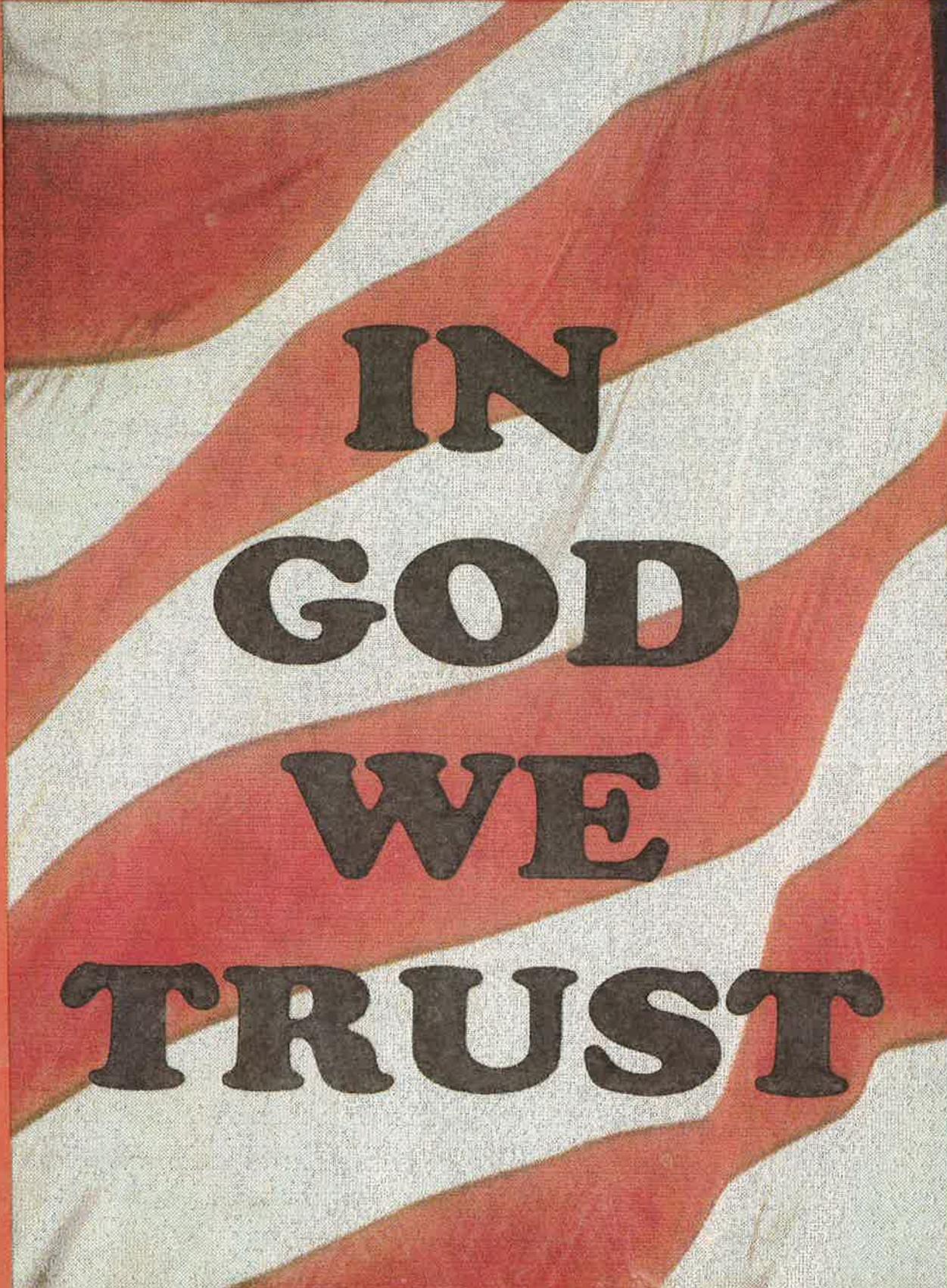
**POSTING OF HISTORICAL  
DOCUMENTS**

**{1}**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> Both schools have requisitioned picture frames for every classroom. A colored copy of the (In God We Trust) sign has been printed. These signs will be put in the frames and hand delivered to every teacher for them to place them in their classrooms. Every teacher will have to sign to verify receipt of this item.</p> <p>We have a district-wide accreditation team in place to guarantee these measures are being taken to prevent such inaccuracies. They will perform periodic walk-throughs of all buildings to ensure full compliance.</p>		



**IN  
GOD  
WE  
TRUST**

**#7**

**TEACHER ENDORSEMENTS**

**{1}**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b></p> <p><b>NO ACTION REQUIRED</b></p>		

**#8**

**TEXTBOOKS**

**{1}**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> The district's budget can't afford to purchase books for each individual in the entire student body. However, we have purchased both textbooks and student workbooks, in bulk, for students to share with each other during instructional time.</p> <p>Also, we have integrated more technology such as Smart/ Active boards, projectors, and etc. that our teachers use diligently to project assignments, textbook materials, and etc. to afford every child an equal opportunity to obtain information needed to complete daily objectives.</p>		

**#9**

**SAFETY**

**{1}**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> Our district's Safety policy was reviewed and approved by our school board the day after your visit to our district.</p> <p>A copy has been issued to all administrators as well as on file in the district office.</p>		

**West Tallahatchie School District**  
Webb, Mississippi  
Regular Board Meeting  
November 15, 2013 –6:00 p.m.

**Board Present**

Mr. Arthur Sturdivant, President  
Ms. Cora Hooper  
Ms. Lucinda Berryhill  
Mr. Charles George

**Others Present**

Dr. Darron L. Edwards, Superintendent  
Ms. Temeka S. Jones, Assistant Business Manager  
Mrs. Mary L. Small, Board Clerk  
Mr. Hull Franklin, Assistant Superintendent  
Attorney Rob Tyner

**Board Absent**

Dr. Tracy Mims

**Members of the Public:** Gloria Carter, Maltida Taylor, Dorothy Chestnut, Janas Salusberry, Jackie Scott, [REDACTED] (Student) and [REDACTED] (Student).

**Staff:** Maureen Shoemaker, Latoria Mayfield, Shelia Outlaw, Reshondra Lakes, Damian Collins, and Katherine Jones.

**Presenters:** Kimberly Merchant, Jeremy Fisher and Matt Williams with Mississippi Center for Justice

**Call to Order, Moments of Meditations, and Pledge to the Flag:** The regular Board Meeting of the West Tallahatchie School District convened on Friday, November 15, 2013 at 6:00 p.m. in the Central Office Front Classroom at 1096 Friendship West Road, Sumner, Mississippi. The meeting was called to order by the Board President Arthur Sturdivant and commenced as an open meeting. The moments of meditation were observed by everyone and the pledge to the flag was led in unison.

**Adoption of Agenda:** On a motion by Charles George and a second by Cora Hooper, the Board adopted agenda as printed. Votes cast for the motion: C. Hooper, A. Sturdivant and C. George; Votes cast against the motion: none.

**Adoption of Minutes:** On a motion by Charles George and a second by Cora Hooper, the Board approved the October 8, 2013 Regular Board Minutes. Votes cast for the motion: C. Hooper, A. Sturdivant and C. George; Votes cast against the motion: none.

**Adoption of Minutes:** On a motion by Charles George and a second by Cora Hooper, the Board approved the October 9, 2013 Special Teleconference Board Minutes. Votes cast for the motion: C. Hooper, A. Sturdivant and C. George; Votes cast against the motion: none.

**Adoption of Minutes:** On a motion by Charles George and a second by Cora Hooper, the Board approved the October 11, 2013 Special Board Minutes. Votes cast for the motion: C. Hooper, A. Sturdivant and C. George; Votes cast against the motion: none.

**Ms. Lucinda Berryhill entered the meeting.**

**Approval of the Financial Report Claim:** On a motion by Charles George and a second by Lucinda Berryhill the Board approved the Financial Report with Claim Numbers 027131 to 027399 totaling \$370,815.77. Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none.

**Financial Reports:** On a motion by Charles George and a second by Lucinda Berryhill, the Board accepted and approved the Budget Status, Bank reconciliation reports, cash balance statement and fund balance statement as presented by Assistant Business Manager Temeka S. Jones. Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none.

**Old Business:** Attorney Tyner informed the Board that a public hearing should be set for the next regular scheduled board meeting in December for the public to view the redistricting plans.

**Public Hearing:** On a motion by Charles George and a second by Lucinda Berryhill, the Board approved December 10, 2013 at 6 p.m. for the redistricting public hearing. Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none.

**Presentations:** Kimberly Jones, Director of Mississippi Center for Justice informed the Board that she represents an organization who wants to pursue litigations for district who have received decrease in their funding of MAEP. The Board advised Ms. Merchant that they would study the information presented and make a decision at a later date.

**Public Comments:** None

**Superintendent's Report:** Superintendent Edwards reported to the Board on the one year inspection of the WTHS auditorium, graduation rate/drop-out rate, children 1<sup>st</sup> report, after school tutoring, Saturday tutorial and the recognition award for the district for Champions of Change for the West Tallahatchie High School.

**Consent Agenda:** On a motion by Charles George and a second by Cora Hooper, the Board approved the consent agenda. Votes cast for the motion: Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none.

Consent Agenda

- A. Consideration for Approval to Void Checks
- B. Consideration for Approval of the revised Internet Acceptable Use Policy
- C. Consideration for Approval of Revised Safety/Crisis Response Plan for WTSD/RHBES/NDAS/WTHS
- D. Consideration for Approval of the Revised Wellness Policy for 2013-2014
- E. Consideration for Approval of the Revised Dropout Prevention Plan for 2013-2014
- F. Consideration for Approval of Save the Children Amendment #1
- G. Consideration for Approval of the Revised GED Option Plan

**District Fundraisers:** On a motion by Charles George and a second by Lucinda Berryhill, the Board approved fundraisers. Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none.

Organization	Sponsor(s)	Date of Activity	Nature/Purpose	Admission
RHBES-PTA	D. Calhoun A. Martin A. Neal S. Bailey	October 19, 2013	Sock Hop Secure funds for PTA-Grades K-3	\$1.00
WTHS-PTA	W. Bailey	October 31, 2013	Trunk-a-Treat	Free

**Use of Facilities:** None

**Policy Development:** On a motion by Charles George and a second by Lucinda Berryhill, the Board approved Section G: Personnel. Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none.

On a motion by Charles George and a second by Cora Hooper, the Board approved the O-Policy updates by MSBA. Votes cast for the motion: L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none.

**Personnel: Recommendations/Resignations/Terminations/Reassignments/FMLA/Salary Adjustments**

On a motion by Lucinda Berryhill and a second by Charles George, the Board approved the personnel reported presented by Superintendent Edwards. Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none. (See attachment)

**Contractual Agreements/Consultant**

On a motion by Charles George and a second by Lucinda Berryhill, the Board approved Cecilia Leach as an educational consultant for SPED. Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none. (See attachment)

**Executive Session:**

On a motion by Charles George and a second by Lucinda Berryhill, the Board entered into executive session to discuss a personnel matter involving ligations. Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none.

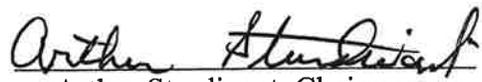
On a motion by Charles George and a second by Lucinda Berryhill, the Board returned to open session. Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none.

**Announcements:**

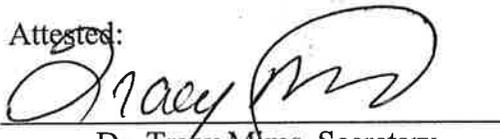
A. NSBA 74<sup>th</sup> Annual Conference, April 15-17, 2014, New Orleans, LA

**Adjournment:** On a motion by Cora Hooper and a second by Lucinda Berryhill, the Board adjourned at 6:53 p.m. Votes cast for the motion: A. Sturdivant, L. Berryhill, C. Hooper and C. George; Votes cast against the motion: none.

Attested:

  
Arthur Sturdivant, Chairman

Attested:

  
Dr. Tracy Mims, Secretary

**#10**  
**PROPERTY INTERNAL**  
**CONTROLS**  
**{1}**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b> Quotes will be obtained to ensure the accurate amount is requested from the various accounts. Then after, the requested amount will be properly coded and validated by the Business Manager. This equipment will be ordered, shipped to the district office for tagging and documented into fixed assets inventory. It will then be hand delivered with documentation to the necessary location.</p> <p>Our district has a district-wide Safety Coordinator that performs bi-weekly walk –throughs, monthly safety meetings, and fixed asset reports to ensure all equipment is accounted for.</p> <p>In regards to the out of place equipment, during the time of audit, this equipment was temporarily transferred to another location for security reasons. Documentation is on file regarding this transfer.</p> <p>The lost item (laptop) was found. Documentation is on file to support this item. (view photo attachment(s)).</p>		

West Tallahatchie School District  
Asset Transfer Form

Transfer Date: 12/2/2013

Asset Number: All laptop Computers assigned to #12 & 14

Manufacturer: Check assigned Computers

Model: Check attached sheets

Serial Number: see attached sheets

Reason for Transfer: Security of Laptop Computers  
All items will be secure

Asset Transferred From:

Asset Transferred To:

Building Code:

001 032  036 092

Building Code:

001 032  036 092

Location/Room Number:

WTHS - 12 & 14

Location/Room Number:

WTHS / # 18

Department:

Regular  
 Special Education  
 Vocational  
 Title I

Department:

Regular  
 Special Education  
 Vocational  
 Title I

\*\*\*\*\*  
\*\*\*\*\*

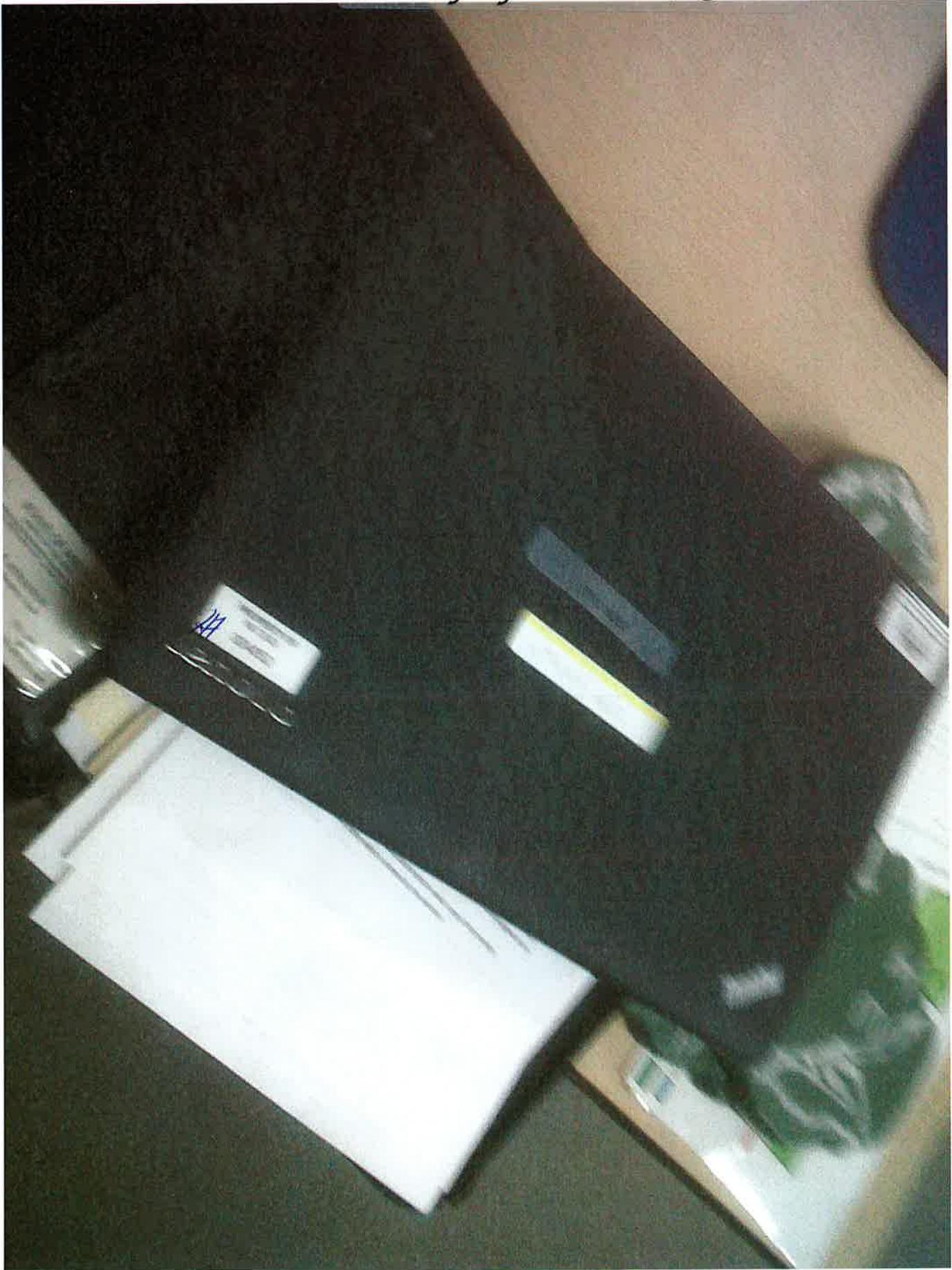
Authorization

Teacher/Department Representative: Glenda M. Gordon Latestaffel

Principal/Department Administrator: Christopher Furdge

Fixed Asset Manager: Hull Franklin

*Exhibit A*  
*Laptop: Code # 4852*



**#11**  
**VEHICLES**  
**{1}**

Mrs. Odom, these are the corrective actions for your findings. Please review attachments for further details and corrections. Again, thanks for your assistance.

{1}

PURCHASE ORDER #	AMOUNT	VENDOR'S NAME
<p><b>CORRECTIVE ACTION RESPONSE:</b></p> <p><b>NO ACTION REQUIRED</b></p>		