



DALLAS COUNTY
COUNTY AUDITOR

Memorandum

TO: Honorable Lupe Valdez
Dallas County Sheriff

FROM: Virginia A. Porter *Virginia A. Porter*
Dallas County Auditor

SUBJECT: Digital Imaging (Photo) Lab Inventory – FY 2014

DATE: Issued: October 13, 2014
Released: December 30, 2014

SCOPE

As a part of ongoing reviews of county departments and testing year end financials, we performed a physical inventory on August 21, 2014 of the Dallas County Digital Imaging (Photo) Lab located at 2121 French Settlement for Fiscal Year ended 2043.

BACKGROUND

The Dallas County Digital Imaging (Photo) Lab is operated by the Sheriff's Office and supported by Dallas County IT Services. The lab is managed and staffed by civilian employees. The lab is responsible for providing most of the digital imaging (photographic) needs of Dallas County and other outside law enforcement agencies.

PROCEDURE

Review procedures included but were not limited to:

- Physical count
- Compare unit prices per inventory spreadsheet to price lists and invoices
- Review revenue and expense amounts per general ledger
- Performed a walk-through and flowcharted the Sheriff's Photo Lab online software program.

ACCOUNT ANALYSIS

Exhibit A: Revenues vs. Expenses
Exhibit D: Inventory Count

FINDINGS

1. Department decreasing overstock of mat board in accordance with prior year finding. Other product inventory is ordered on an as needed basis. Obsolete or damaged items are not periodically destroyed: 35 obsolete items totaling \$248.25 of the inventory value remains on the stockroom shelves. (List attached-exhibit D)

2. Users log on to the Photo Lab website, complete an online order form specifying the size and number of images, and upload the digital images for processing.
3. Adjusted Photo Lab revenues recorded (October 2013 through August 2014) to the General Ledger totaled \$41.47 while expenses totaled \$250,407.61. (Spreadsheet attached –exhibit A). Work orders support inter-department charges of \$167,801.93. Net loss totals \$82,564.21 (excluding adjustment for inventory value).
4. The Photographic Services Manager retired August 29, 2014 after 11.5 years in the position. Department is currently operating with 3 positions filled: 2 Photo Technicians and 1 Photographer.

Response: Findings will be reviewed and corrected.

Disclosure:

1. The Sheriff's Photo Lab online software program was initially built in 2005 at a cost of \$12,597. The program in its current form results from a Doctera Enterprise Version 3.53 software upgrade in 2009 at one time cost of \$3,000. Website <https://dcmds.dallascounty.org>
2. Support and Maintenance is provided by Unlimi –Tech Software Inc. at an annual cost of \$1,599 and is paid through April 13, 2015.
3. Amounts calculated on the Monthly Production Reports for Sheriff and other County Departments represent billable revenue and non-billable inter-departmental charges. The non-billable inter-departmental charges are absorbed by the Sheriff's Photo Lab budget.

RECOMMENDATIONS

1. Management should maintain a current record of total items in inventory as well as all unused and obsolete items. Obsolete and expired items should be identified and sent to surplus for auction and/or disposal and removed from the inventory value in a timely manner.
2. Formalized accounts receivable process should be developed and documented. Options include a summary Excel file, an e-file (stored on a shared drive) or a paper file with copies forwarded to the Fiscal Department.
3. The production report should be modified to produce reports based on the submission and completion dates. Invoices should be reconciled to the production report by the staff of the digital imaging lab. A copy of all invoices should be sent to the Sheriff's Fiscal Division and reconciled to payments received. An electronic copy file of all invoice billings should be retained and archived to a secure and accessible back-up system.
4. Per item supply costing for non-special orders should be documented.
5. Work order authorization forms should be updated to include code evidencing county benefit/need and authorized signature should be tested against controls.
6. Fiscal Year 2015 policies should be documented including justification/authorization of work orders and excluding non-county work.

7. Accuracy of production reports should be verified by the Sheriff department on a monthly basis. Data should be available for review by Fiscal and audit.

Summary

This report is intended to support management of this office in evaluating internal controls over inventory records and billing procedures. While we reviewed internal controls and financial records, this review will not necessarily disclose all matters of material weakness. It is the responsibility of the department to establish and maintain effective internal control over inventory records and billing procedures and compliance with the requirements of laws, regulations, and contracts applicable to the department.

Highest areas of risk which need to be addressed include: lack of perpetual inventory control records; and, excessive inventory quantities including obsolete items.

Emphasis on outlined procedures should provide for improved departmental processes. Consideration of all issues and weaknesses should be incorporated by the department as a self-assessment tool. Adherence to and follow-through with recommendations should strengthen internal controls and compliance with Dallas County's policies and procedures.

cc: Darryl Martin, Commissioners Court Administrator
Ryan Brown, Director of OBE

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
REVENUES VS. EXPENSES

Exhibit A

	2009	2010	2011	2012	2013	2014	Variances 2013 vs 2014
Revenue per GL on 08/31 Cash Receipts (120.3126.46180)	\$ 2,498.58	\$ 1,204.89	\$ 831.13	\$ 496.05	\$ 351.40	\$ 41.47	\$ (309.93)
Billable Charges - Production Report Revenue (Oct - Aug)	\$ 8,640.18	\$ 208.79	\$ 1,666.27	(h)	\$ 351.40	\$ 41.47	\$ (309.93)
Total Production Report Revenue	\$ 8,640.18	\$ 208.79	\$ 1,666.27		\$ 351.40	\$ 41.47	\$ (309.93)
Inventory value (08/21/14)	\$ 34,485.83 (a), (b)	\$ 32,603.39 (c), (d)	\$ 28,941.55 (e), (f)	\$ 25,858.60 (i), (j)	\$ 33,854.01 (k), (l)	\$ 29,805.75 (m), (n)	\$ (4,048.26)
Expenses per GL on 08/31 Photo Supplies (120.3126.02930)	\$ 19,967.74	\$ 21,221.60	\$ 17,856.15	\$ 9,718.00	\$ 15,142.22	\$ 15,852.65	\$ 710.43
Expenses per G/L on 08/31 Photo Lab Payroll Expenses (120.3126.01020) - (120.3126.01190)	\$ 187,904.19	\$ 193,011.62	\$ 163,817.61	\$ 205,516.15	\$ 232,240.16	\$ 232,392.74	\$ 152.58
Other Miscellaneous Expenses (120.3126.02160,2170,2640,2720,3095 & 7020)	\$ 4,785.14 (g)	\$ 11,687.75 (g)	\$ 2,252.78 (g)	\$ 35,622.85	\$ 3,759.08 (g)	\$ 2,162.22 (g)	\$ (1,596.86)
Total Expense Charge to Photo Lab	\$ 212,657.07	\$ 225,920.97	\$ 183,926.54	\$ 250,857.00	\$ 251,141.46	\$ 250,407.61	\$ (733.85)
Cash Receipts Over/(Under) Total Expenses	\$(210,158.49)	\$(224,716.08)	\$(183,095.41)	\$(250,360.95)	\$(250,790.06)	\$(250,366.14)	\$ 423.92
Billable Revenue Over/(Under) Total Expenses	\$(204,016.89)	\$(225,712.18)	\$(182,260.27)		\$(250,790.06)	\$(250,366.14)	\$ 423.92
Non-Billable Internal/Inter-Departmental Charges (per Production Report)	\$ 181,804.33	\$ 207,480.70	\$ 226,775.85	(h)	\$ 185,772.66	\$ 167,801.93	\$ (17,970.73)
Non-Allocated Charges	\$ (22,212.56)	\$ (18,231.48)	\$ 44,515.58	\$ -	\$ (65,017.40)	\$ (82,564.21)	\$ (17,546.81)

- (a) Adjusted inventory value for obsolete items at 10% equals \$23,852.91
- (b) Does not include approximately \$4,321.80 in Grant purchased supplies
- (c) Adjusted inventory value for obsolete items at 10% equals \$30,294.31
- (d) Does not include approximately \$2,068.50 in Grant purchased supplies
- (e) Adjusted inventory value for obsolete items at 10% equals \$26,665.80
- (f) Does not include approximately \$2,628.15 in Grant purchased supplies
- (g) Unlimi Tech support and maintenance fee charged to Photo Supplies account in 2009, 2010, 2011, 2013 & 2014
- (h) Production reports and invoices not provided by Department
- (i) Adjusted inventory value for obsolete items at 10% equals \$25,606.96
- (j) Does not include approximately \$3,391.85 in Grant purchased supplies
- (k) Adjusted inventory value for obsolete items at 10% equals \$33,613.94
- (l) Does not include approximately \$3,308.55 in Grant purchased supplies
- (m) Adjusted inventory value for obsolete items at 10% equals 29,805.75
- (n) Does not include approximately \$3,308.55 in Grant purchased supplies

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/21/14

Exhibit D

LOCATION	CD-RW Verbatim	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT (Most Recent Paid) RATE	ITEMS COUNTED				CHANGE OF COUNTED ITEMS FY13 to FY14	2014 VALUE	2014 REMARKS	OBSOLETE / UNUSED (Y/N)
						FY12	FY13	FY14	FY14				
Front Supply Room			each	\$ 0.84	\$ 0.84	50	50	50	0	\$ 42.00		N	
	CD-R TDK		each	\$ 0.43	\$ 0.43	1,450	360	62	298	\$ 26.65		N	
	CD-R Imation (100 pack)		each	\$ -	\$ 0.26			200	(200)	\$ 51.38	item added		
	DVD-R TDK		each	\$ 0.28	\$ 0.28	250	30	0	30	\$ -		N	
	DVD+R Imation		each	\$ 0.39	\$ 0.39	50	400	382	18	\$ 149.32			
	DVD+R DL Sony		each	\$ 0.42	\$ 1.60			3	(3)	\$ 4.80	item added		
	5x8 Index Box Snap-n-box		each	\$ 1.58	\$ 1.58	3	1	1	0	\$ 1.58			
	Staples 9X12 Brown Kraft Envelopes (100 per box)		box	\$ 6.41	\$ 6.23	3	0	4	(4)	\$ 24.92		N	
	Address Labels - Dymo		box	\$ 6.75	\$ 6.75	15	10	6	4	\$ 40.50		N	
	3M Magic Tape (3/4 x 2552 in)		rolls	\$ 3.70	\$ 3.70	21	19	17	2	\$ 62.90		N	
	3M Magic Tape (1 x 2592in)		rolls	\$ 4.50	\$ 4.50	13	10	7	3	\$ 31.50		N	
	Office Depot - Professional Photo Paper - Semi Gloss 10.5 Mil, 72 lb., 50 sheets each		packet	\$ 29.99	\$ 29.99	3	1	1	0	\$ 29.99			
	Filters F/Frontier 58-86 (10 per pack)		each	\$ -	\$ 3.60	0	0	102	(102)	\$ 367.20			
	Staples - CD/DVD Envelopes (5in x 5in; 50/box)		box	\$ 1.36	\$ 7.99	8	1	7	(6)	\$ 55.93			
	Office Depot - 1 1/2 inch black - look rounding view binder		each	\$ 7.53	\$ 7.53	4	3	5	(2)	\$ 37.65			
	Lexar Platinum II 512MB 80X Speed - Compact Flash		each	\$ 14.90	\$ 14.90	3	2	1	1	\$ 14.90			
	Office Depot - 3.5 inch 2HD Diskettes (10/box)		box	\$ -	\$ -	2	2	2	0	\$ -			
	Staples - 3.5 inch DS/HD Diskettes (25/box)		each	\$ 1.00	\$ 1.00	0	12	12	0	\$ 12.00			
	HP Ink Cartridge - 96 Black		each	\$ 25.53	\$ 25.53	4	4	3	1	\$ 76.59			
	Staples - SH-R175B 96 Black		each	\$ 18.41	\$ 18.41	0	3	3	0	\$ 55.23			
	Lexmark Linea Print Cartridge (140196A)		each	\$ 88.00	\$ 88.00	2	0	0	0	\$ -			
STUDIO	BATTERY: "AA" Rechargeable 1.5v. Varta, Rayovac, Millinium or Equal		each	\$ 2.09	\$ 1.84	36	14	20	(6)	\$ 36.75	8 new items recd on 7/31/14	N	
STOREROOM IN CHEM MIX ROOM	CHEMICALS: Fuji Film CP-48S P1 Start up Chemical Developer Part A & B Product # 03013700		box	\$ 96.25	\$ 96.25	4	4	4	0	\$ 385.00		N	
STOREROOM IN CHEM MIX ROOM	CHEMICALS: Fuji Film CP-48S P2 Start up Chemical Bleach Fix Part A & B Product #03013705		box	\$ 139.50	\$ 139.50	4	4	4	0	\$ 558.00		N	
REFRIGERATOR	BATTERY: Varta V 625 U 1 5v alkaline and Kodak KA625 or equal		each	\$ 1.26	\$ 1.26	5	5	5	0	\$ 6.30		N	

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					FY 12	FY 13	FY 14	FY 14				
REFRIGERATOR	BATTERY: Varta V 28 PX or equal 6v. KS28	each	\$ 2.95	\$ 2.95	15	13	13	0	\$ 38.35		N	
REFRIGERATOR	BATTERY: Energizer EPX27 5.6v	each	\$ 2.99	\$ 2.99	1	1	1	0	\$ 2.99		N	
REFRIGERATOR	BATTERY: 510v. #497 EVEREADY	each	\$ 52.00	\$ 52.00	5	4	5	(1)	\$ 260.00		N	
REFRIDGERATOR	BATTERY: Panasonic Lithium Battery CR123APA/1B (& Energizer Lithium 123 3.0v) & SANYO	each	\$ 1.85	\$ 1.85	41	40	40	0	\$ 74.00		N	
WALK-IN FREEZER	PAPER: Ektamax RA Professional Matte B/W 3 1/2"x 275 Kodak # 195 8305	roll	\$ 65.00	\$ 65.00	1	1	1	0	\$ 65.00		Y	
WALK-IN FREEZER IN CHEM. MIX ROOM	PAPER: Color LUSTER 832017 F/# 832016 (2rls/cs) (6"x610") Type II	roll	\$ 68.07	\$ 69.48	3	5	1	4	\$ 69.48	new items received on 2/3/2014	N	
WALK-IN FREEZER IN CHEM. MIX ROOM	Paper: Luster 5" x 575 832306 (2rls/cs) Type PD II	roll	\$ 167.70	\$ 167.70	2	2	1	1	\$ 167.70		N	
WALK-IN FREEZER IN CHEM. MIX ROOM	PAPER: Luster 8"x295 380-666 FUJIFILM (2rls/cs) Type PD II	case	\$ 53.76	\$ 53.76	58	47	53	(6)	\$ 2,849.28	received 100 on 7/31/2014	N	
WALK-IN FREEZER IN CHEM. MIX ROOM	PAPER: Luster 8"x275 832312 (2rls/cs) Type PD II 995-084	case	\$ 128.34	\$ 128.34	1	0	1	(1)	\$ 128.34		N	
WALK-IN FREEZER IN CHEM. MIX ROOM	PAPER: Color Matte 10"x275 832029 F/# 830856 (2rls/cs) 831856 Type II	case	\$ 72.80	\$ 72.80	17	18	17	1	\$ 1,237.60		N	
WALK-IN FREEZER IN CHEM. MIX ROOM	PAPER: Glossy 10"x275 832027 F/# 831854 (2rls/cs) Type II	case	\$ 69.86	\$ 69.86	3	3	3	0	\$ 209.58		N	
WALK-IN FREEZER IN CHEM. MIX ROOM	PAPER: Epson Premium Luster Photo Paper 24 x 100 S042081	roll	\$ 89.99	\$ 89.00	3	3	5	(2)	\$ 445.00	received 4 new items on 2/3/2014	N	
WALK-IN FREEZER IN CHEM. MIX ROOM	PAPER: Epson Premium Luster Photo Paper 16 x 100 S042079	roll	\$ 67.99	\$ 67.99	3	3	2	1	\$ 135.98		N	
WALK-IN FREEZER IN CHEM. MIX ROOM	PAPER: Epson Premium Luster Photo Paper 44 x 100 S042083	roll	\$ 154.99	\$ 154.99	6	5	9	(4)	\$ 1,394.91		N	
WALK-IN FREEZER IN CHEM. MIX ROOM	PAPER: Epson Premium Glossy Photo Roll Paper (250) 44" x 100' S041640	roll	\$ 159.60	\$ 159.60	5	5	5	0	\$ 798.00	Grant Item	N	
WALK-IN FREEZER IN CHEM. MIX ROOM	Paper: 44" x 100" Epson Matte paper #S041597	roll	\$ 159.60	\$ 159.60	4	4	4	0	\$ 638.40	Grant Item	N	
WALK-IN FREEZER IN CHEM. MIX ROOM	Film: Fujifilm 6 x 575 Glossy Type 1 # 710-110	roll	\$ 93.00	\$ 93.00	3	3	3	0	\$ 279.00		N	
WALK-IN FREEZER IN CHEM. MIX ROOM	Film: Fujifilm 6 x 575 Matte Type 1 # 707-505	roll	\$ 93.00	\$ 93.00	16	16	16	0	\$ 1,488.00		N	
WALK-IN FREEZER IN CHEM. MIX ROOM	LAMP: PH / 212 120v.-150w.	each	\$ 2.25	\$ 2.25	0	0	0	0	\$ -		Y	

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					FY 12	FY 13	FY 14	FY 14				
	LAMP: MP4 Tungsten Light 20w., T12, Optima 32 (For MP4)	each	\$ 1.00	\$ 1.00	5	5	5	0	\$ 5.00		N	
	FLUORESCENT LAMP: F15-T8 Spectra Light	each	\$ 2.00	\$ 2.00	1	1	1	0	\$ 2.00		N	
	FLUORESCENT LAMP: 40w F40 CW Cool White	each	\$ 2.00	\$ 2.00	4	4	0	4	\$ -		Y	
	INDICATOR LAMPS 12-7 1/2 S/CR (RED)	each	\$ 1.00	\$ 1.00	9	9	0	9	\$ -		Y	
	HALO POWER TRACE halo - 2 L1735MPY	each	\$ 1.00	\$ 1.00	6	6	0	6	\$ -		Y	
	Epson Replacement Ink Maintenance Tank #C12C890071, new #C12C890191	each	\$ 36.00	\$ 35.90	2	2	5	(3)	\$ 179.50	received 4 new items on 7/31/2014	N	
	Webril Handl Pads	each	\$ 11.40	\$ 11.40	10	12	11.5	1	\$ 131.10		N	
	8 foot spill sock	box	\$ 18.00	\$ 18.00	1	1	1	0	\$ 18.00		N	
	4 foot spill sock	box	\$ 9.00	\$ 9.00	1	1	1	0	\$ 9.00		N	
some in studio	Photo Mat Board: 4'x8'x3/16 Black or White Gatorboard	sheet	\$ 98.00	\$ 98.00	11	22	20	2	\$ 1,960.00		N	
some in studio	Photo Mat Board: 4'x8'x1/2 Black or White Gatorboard	sheet	\$ 81.90	\$ 81.90	7.5	7.0	7	0	\$ 573.30		N	
	Photo Mat Board: Smooth Finish 16"x20" 100/box RPS # S 15404	ea	\$ 1.26	\$ 1.26	418	422	396	26	\$ 498.96		N	
	Photo Mat Board: 8"x10"x100/box RPS# 15401	ea	\$ 0.50	\$ 0.50	97	67	56	11	\$ 28.00		N	
some in studio	Photo Mat Board: 11"x14"x100/box RPS# 15402-\$150/10 boxes	ea	\$ 1.50	\$ 1.50	3,543	4,840	3,197	1,643	\$ 4,795.50		N	
some in studio	Photo Mat Board, 20"x24"x50/box RPS# 15405	ea	\$ 2.52	\$ 2.52	144	194	179	15	\$ 451.08		N	
	Photo Mat Board, 20"x24" /18 15/box RPS	ea	\$ 3.17	\$ 3.17	10	5	4	1	\$ 12.68		N	
some in studio	Photo Mat Board, 30"x40"x25/box; Black RPS# 15406	ea	\$ 8.09	\$ 8.09	36	34	34	0	\$ 275.06	SAPMBTB30 Bainbridge True Black Presentation Board	N	
some in studio	32"x40"x3/16" Black Foam Core Board	ea	\$ 8.25	\$ 8.25	0	101	14	87	\$ 115.50	ABF3240.3C, GBFCB3240B, Elmer	N	
	Positionable Mounting Adhesive: 16"x50" roll; 3M 568 PMA 70071152907	roll	\$ 55.00	\$ 55.00	6	4	2	2	\$ 110.00		N	
some in studio	Positionable Mounting Adhesive: 24"x50" roll; 5568 3M 70070059434	roll	\$ 83.87	\$ 83.87	4	34	30	4	\$ 2,516.07	36 rolls received March 2013 @ \$62 plus \$67.28 for freight, \$93.87 is avg with freight	N	

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	Dulling Spray, Krylon 1310/11 Matte Finish	each	\$ 14.00	\$ 14.00	11	11	11	(1)	\$ 154.00			N
	Rubber Aprons	each	\$ 16.35	\$ 16.35	6	5	5	0	\$ 81.75			Y
	Chemical/WATER Fillers; 9 1/4"x.2 1/4" Dia.; Johnson #PAC-P-7; or Photo-Klear #9	each	\$ 3.50	\$ 3.50	29	30	29	1	\$ 101.50			Y
	Chemical Mixing Gloves	pair	\$ 2.40	\$ 7.99	3.0	3.0	6.0	(3)	\$ 47.94			N
	Respirator Cartridges; P-100 Series Lab Safety #38232 2 pair per bx	box	\$ 38.00	\$ 38.00	4.0	4.0	4.0	0	\$ 152.00			N
	Epson auto cutter Spare Blade	each	\$ 50.00	\$ 50.00	4	4	4	0	\$ 200.00			N
	Fuji Rinse Filler - FRSS - 10 cartridge	each	\$ 49.25	\$ 49.25	1	3	1	2	\$ 49.25			N
	Fuji Frontier SuperConditioning Tablets (100 labbot.) FH# 819 034	bottle	\$ 7.00	\$ 7.00	24	20	16	4	\$ 112.00			N
	Fuji Frontier Projector Lamps #35V400W Ushio "EVD"	each	\$ 30.00	\$ 30.00	1	1	6	(5)	\$ 180.00			N
	Fuji Frontier Circulation Filters #6091053 10 per/pkg	each	\$ 1.15	\$ 1.15	0	0	0	0	\$ -	purchased 18 packages in Sept 2012 for \$11.50 per package + \$15 freight		N
	Fuji Frontier Backprinter Ribbons #F1025	each	\$ 17.10	\$ 17.10	8	8	3	5	\$ 51.30			N
	Fuji Frontier Reflector #602S0001	each	\$ 134.76	\$ 134.76	2	2	1	1	\$ 134.76			N
	Fuji Frontier Exposure Section Air Filter #374D890141A	each	\$ 4.25	\$ 4.25	7	6	5	1	\$ 21.25			N
PROCESSING ROOM	CHEMICAL: Fuji Frontier Replenish Cartridges (2per/bx) CP48-S F/H# 819 843 replaced with #819868	box	\$ 82.00	\$ 82.00	5	0	0	0	\$ -			N
		box	\$ 114.66	\$ 114.66	16	2	0	2	\$ -			N
		box	\$ 117.26	\$ 117.26	0	12	8	4	\$ 938.08	received 4 FH#819868 on 7/31/2014		N
BACK ROOM	Cartridge : Epson Photo Black Ink #T544100	each	\$ 83.30	\$ 83.30	4	4	4	0	\$ 333.20	Grant Item		N
Next to breakroom			\$ 83.30	\$ 83.30	1	0	0	0	\$ -	no new items		N
	Cartridge : Epson Cyan Ink #T54420	each	\$ 83.30	\$ 83.30	4	4	4	0	\$ 333.20	no new items		N
			\$ 83.30	\$ 83.30	5	5	5	0	\$ 416.50	Grant Item		N
	Cartridge : Epson Magenta Ink #T544300	each	\$ 83.30	\$ 83.30	4	4	4	0	\$ 333.20	no new items		N
			\$ 83.30	\$ 83.30	2	2	2	0	\$ 166.60	Grant Item		N
	Cartridge : Epson Yellow Ink #T544400	each	\$ 83.30	\$ 83.30	3	2	2	0	\$ 166.60	no new items		N
			\$ 83.30	\$ 83.30	5	5	5	0	\$ 416.50	Grant Item		N
	Cartridge : Epson Light Cyan Ink #T544500	each	\$ 83.30	\$ 83.30	2	2	2	0	\$ 166.60	no new items		N
	Cartridge : Epson Photo Light Magenta Ink #T544600	each	\$ 83.30	\$ 83.30	2	2	1	1	\$ 83.30	no new items		N

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					FY 12	FY 13	FY 14	FY 14					
	Cartridge: Epson Photo Light Black Ink #T1544700	each	\$ 83.30	\$ 83.30	0	0	0	0	\$ -	no new items		N	
			\$ 83.30	\$ 83.30	3	2	2	0	\$ 166.60	Grant item			
	Cartridge: Epson Light Cyan Ink #T606500	each	\$ 74.37	\$ 74.37	2	2	2	0	\$ 148.74	no new items		N	
	Cartridge: Epson Vivid Magenta Ink #T606300	each	\$ 74.37	\$ 74.37	3	3	2	1	\$ 148.74	no new items		N	
	Cartridge: Epson Vivid Light Magenta Ink #T606600	each	\$ 74.37	\$ 74.37	4	4	3	1	\$ 223.11	no new items		N	
	Cartridge: Epson Yellow Ink #T606400	each	\$ 74.37	\$ 74.37	3	3	2	1	\$ 148.74	no new items		N	
	Cartridge: Epson Cyan Ink #T606200	each	\$ 74.37	\$ 74.37	3	3	2	1	\$ 148.74	no new items		N	
	Cartridge: Epson Light, Light Black Ink #T606900	each	\$ 74.37	\$ 74.37	3	2	2	0	\$ 148.74	no new items		N	
	Cartridge: Epson Light Black Ink #T606700	each	\$ 74.37	\$ 74.37	2	2	2	0	\$ 148.74	no new items		N	
	Cartridge: Epson Photo Black Ink #T606100	each	\$ 74.37	\$ 74.37	3	2	2	0	\$ 148.74	no new items		N	
	Cartridge: Epson Yellow Ink #T603400	each	\$ 74.30	\$ 74.30	1	2	2	0	\$ 148.60	new purchase on 7/31/2014		N	
	Cartridge: Epson Vivid Magenta Ink #T603300	each	\$ 74.30	\$ 74.30	2	2	2	0	\$ 148.60			N	
	Cartridge: Epson Cyan Ink #T603200	each	\$ 74.30	\$ 74.30	1	2	2	0	\$ 148.60			N	
	Cartridge: Epson Light Cyan Ink #T60350	each	\$ 74.37	\$ 74.30	2	1	3	(2)	\$ 222.90	new purchase on 7/31/2014		N	
	Cartridge: Epson Photo Black Ink #T603100	each	\$ 74.30	\$ 74.30	1	2	2	0	\$ 148.60	two new items on 7/31/2014		N	
	Cartridge: Epson Vivid Light Magenta Ink #T603600	each	\$ 74.37	\$ 74.30	3	2	3	(1)	\$ 222.90	new purchase on 7/31/2014		N	
	Cartridge: Epson Light, Light Black Ink #T603900	each	\$ 74.30	\$ 74.30	1	2	1	1	\$ 74.30			N	
	Cartridge: Epson Light Black Ink #T603700	each	\$ 74.30	\$ 74.30	1	2	3	(1)	\$ 222.90	two new items on 2/3/2014		N	
	Phaser 6200 color laser printer cartridge	each	\$ 80.00	\$ 80.00	6	6	0	0	\$ 480.00			N	
	Cartridge: Epson Matte Black Ink #T5448	each	\$ 74.55	\$ 74.55	14	14	14	0	\$ 1,043.70			N	
			\$ 74.55	\$ 74.55	5	5	5	0	\$ 372.75	Grant item		N	
	SUBTOTAL				6,649	7,082	5,235	1,848	\$ 33,337.72				

OBSOLETE/UNUSED

35 \$ 248.25

Purchased from Office Depot
Prices are from Invoices or Purchase Orders.

Total Value	\$ 33,337.72
Grant Quantity	\$ (3,308.55)
Inventory Value	\$ 30,029.17
Obsolete Qty	\$ (248.25) excluding Grant items
	\$ 29,805.75