



DALLAS COUNTY
COUNTY AUDITOR

Memorandum

TO: Honorable Lupe Valdez
Dallas County Sheriff

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

SUBJECT: Digital Imaging (Photo) Lab Inventory –FY 2010

DATE: Issued: October 7, 2010
Released: December 15, 2010

SCOPE

As a part of ongoing reviews of county departments and testing year end financials, we performed a physical inventory on 8/19/10 of the Dallas County Digital Imaging (Photo) Lab located at 2121 French Settlement for Fiscal Year ended 2010.

BACKGROUND

The Dallas County Digital Imaging (Photo) Lab is operated by the Sheriff's Office. 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

FINDINGS

1. The inventory value is adjusted due to recommended removal of 39 obsolete items totaling \$2,565.64 of the inventory value and price changes for current stock. (List attached-exhibit E)
2. The production report is produced based on the date an assignment is submitted by the requesting agency. Invoices are produced based on the completion date of the assignment. The methodology of the two reports results in variances in the amount of work performed and the amount of work billed. (Spreadsheet attached-exhibit D)
3. Standard work orders are accepted for processing absent defined authorization level/signature or funding source.

4. Approximately 75.9% of the work performed by the Sheriff's Photo lab is for other county departments. Departments are not charged for the work performed by the Sheriff's Photo Lab and the cost of the supplies comes from the Sheriff's budget rather than the user department budget. From October 2009 to August 2010, work performed on behalf of other county departments, primarily District Attorney and Medical Examiner, totaled \$157,717.82. Overall, only 0.1% of work performed per production report is billable. (worksheet attached-exhibit C)

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.

Response: A procedure has been established to review inventory for obsolete and expired items every 90 days and determine disposition.

2. 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.

Response: We will work with the County Auditor for a process to reconcile of invoice and payments. Due to the way electronic payments are documented in the Treasurer's system makes it difficult to match items. We will contract each customer to obtain payment detail by email.

3. Work order authorization forms should be updated to include code evidencing county benefit/need and authorized signature should be tested against controls.

Response: We will obtain a listing of authorized individuals from each department to agree to the authorization form.

4. Fiscal Year 2012 Budget planning should include discussions to allocate charges to the user internal departments. Policies should be documented including justification/authorization of work orders and excluding non-county work.

Response: We will work with the County Auditor and Budget to develop an allocation of charges to internal departments.

SUMMARY

This report is intended for the information and use of the department. Although 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 compliance with the requirements of laws, regulations, and contracts applicable to the department. Adherence to and follow-through with recommendations should strengthen internal controls and compliance with Dallas County's policies and procedures.

**DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COMPARISONS**

Exhibit A

	2008	2009	2010	Variances 2009 vs 2010
Revenue per GL on 8/31/10 (120.3126.46180)(cash receipts)	\$ 2,102.16	\$ 2,498.58	\$ 1,204.89	\$ (1,293.69)
Expenses per GL on 8/31/10 (120.3126.02930) (photo supplies)	\$ 36,619.87	\$ 19,967.74	\$ 21,221.60	\$ 1,253.86
Production Report Revenue (Oct-09 - Aug-10)	\$ 8,478.53	\$ 8,640.18	\$ 208.79	\$ (8,431.39)
Inventory value (8/19/10)	\$ 32,048.84 (a), (b)	\$ 34,485.83 (c), (d)	\$ 32,603.39 (e), (f)	\$ (1,882.44)

- (a) Does not include approximately \$6,334.65 in Grant purchased supplies.
- (b) Adjusted inventory value for obsolete items at 10% equals \$18,371.49.
- (c) Adjusted inventory value for obsolete items at 10% equals \$23,852.91
- (d) Does not include approximately \$4,321.80 in Grant purchased supplies
- (e) Adjusted inventory value for obsolete items at 10% equals \$30,294.31
- (f) Does not include approximately \$2,068.50 in Grant purchased supplies

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COMPARISONS

Exhibit B

	FY 2010 (through 8/31)
Revenue per GL on 8/31/10 (120.3126.46180)(cash receipts)	\$ 1,204.89
Expenses per GL on 8/31/10 (120.3126.02930) (photo supplies)	\$ 21,221.60
Production Report Revenue (Oct-09 - Aug-10)	\$ 208.79
Inventory value (8/19/10)	\$ 32,603.39 (a), (b)

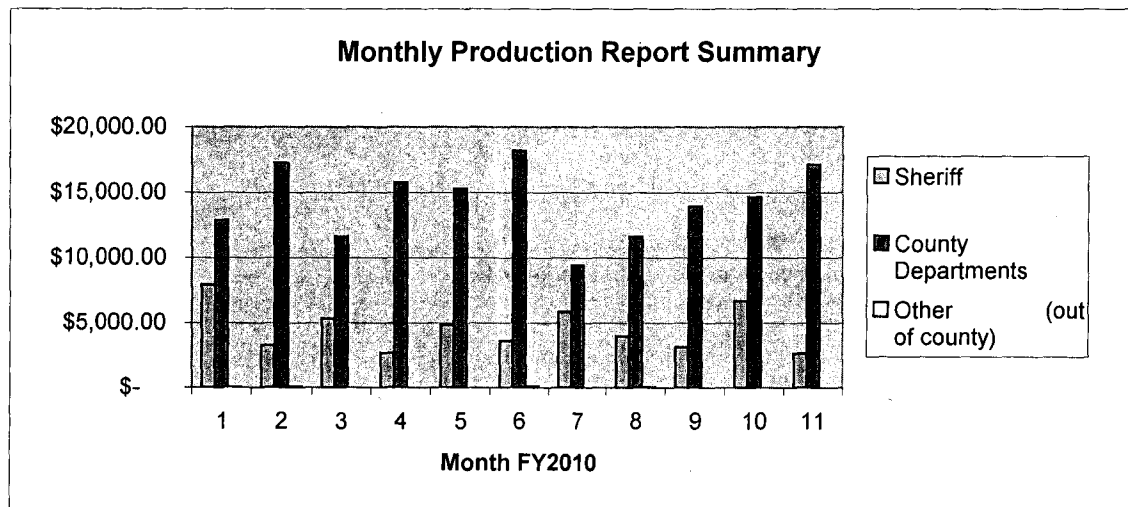
(a) Does not include approximately \$2,068.50 in Grant purchased supplies.

(b) Adjusted inventory value for obsolete items at 10% equals \$30,294.31

**DALLAS COUNTY
SHERIFF PHOTO LAB
MONTHLY PRODUCTION REPORT SUMMARY
OCT-09 THROUGH AUG-10**

Exhibit C

	Sheriff	County Departments	Other (out of county)	Total
October-09	\$ 7,928.11	\$ 12,881.64	\$ 14.30	\$ 20,824.05
November-09	\$ 3,239.65	\$ 17,262.53	\$ 65.45	\$ 20,567.63
December-09	\$ 5,312.76	\$ 11,636.87	\$ -	\$ 16,949.63
January-10	\$ 2,663.66	\$ 15,754.21	\$ -	\$ 18,417.87
February-10	\$ 4,821.19	\$ 15,273.08	\$ -	\$ 20,094.27
March-10	\$ 3,605.23	\$ 18,183.85	\$ 94.71	\$ 21,883.79
April-10	\$ 5,819.42	\$ 9,421.44	\$ -	\$ 15,240.86
May-10	\$ 3,953.14	\$ 11,614.35	\$ 18.48	\$ 15,585.97
June-10	\$ 3,100.78	\$ 13,932.59	\$ 10.25	\$ 17,043.62
July-10	\$ 6,677.81	\$ 14,645.50	\$ -	\$ 21,323.31
August-10	\$ 2,641.12	\$ 17,111.77	\$ 5.60	\$ 19,758.49
Total	\$ 49,762.87	\$ 157,717.83	\$ 208.79	\$ 207,689.49
Percent of Total	24.0%	75.9%	0.1%	100.0%



**DALLAS COUNTY
SHERIFF PHOTO LAB
VARIANCES
OCT-09. THROUGH AUG-10**

Exhibit D

Month		Invoice Amount per Submission Date ₁	Amount per Production Report ₂	Variance	Amount per Fiscal Receipts	GL Amounts	Variance	Amount Received No Invoice	Variance
October-09		\$ 14.30	\$ 14.30	\$ -	\$ 11.40	\$ 11.40	\$ -	\$ 11.40	\$ 2.90
November-09		\$ 65.45	\$ 65.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65.45
December-09		\$ -	\$ -	\$ -	\$ 836.15	\$ 836.15	\$ -	\$ 770.70	\$ (836.15)
January-10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February-10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March-10		\$ 94.71	\$ 94.71	\$ -	\$ 174.65	\$ 174.65	\$ -	\$ 174.65	\$ (79.94)
April-10		\$ -	\$ -	\$ -	\$ 63.36	\$ 63.36	\$ -	\$ -	\$ (63.36)
May-10		\$ 18.48	\$ 18.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18.48
June-10		\$ 10.25	\$ 10.25	\$ -	\$ 31.35	\$ 31.35	\$ -	\$ -	\$ (21.10)
July-10			\$ -	\$ -	\$ 25.98	\$ 25.98	\$ -	\$ 7.50	\$ (25.98)
August-10		\$ 5.60	\$ 5.60	\$ -	\$ 62.00	\$ 62.00	\$ -	\$ 62.00	\$ (56.40)
Total Oct-09 to Aug-10		\$ 208.79	\$ 208.79	\$ -	\$1,204.89	\$ 1,204.89	\$ -	\$1,026.25	\$ (996.10)
Total		\$ 208.79	\$ 208.79	\$ -	\$1,204.89	\$ 1,204.89	\$ -	\$1,026.25	\$ (996.10)
September-10	₃	\$ -	\$ -	\$ -	\$ 5.60	\$ 5.60	\$ -	\$ -	\$ (5.60)
FY10 Total		\$ 208.79	\$ 208.79	\$ -	\$1,210.49	\$ 1,210.49	\$ -	\$1,026.25	\$ (1,001.70)

₁ Invoice date is based on date of completion.

₂ Production Report is based on Submission Date

₃ September 2010 is not included in the total - Physical Inventory cut-off date (Aug. 10)

\$ 208.79 Total Invoices (FY10)

\$ 1,026.25 Amount Received by Fiscal Office (FY10)

\$ 1,235.04 Total Invoices/Receipts (FY10)

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/19/10

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT RATE	ITEMS COUNTED FY 09	ITEMS COUNTED FY 10	CHANGE OF COUNTED ITEMS FY09 to FY10	2010 VALUE	2010 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/N)
FRONT SUPPLY ROOM Next to entrance door	FILM: Color Neg. ISO 200/12exp. 135mm 3M or Mitsubishi	roll	\$ 0.88	\$ 0.88	370	0	370	\$ -	DISCARDED		Y
	FILM: Color Neg. ISO 200/24exp. 135mm 3M or Mitsubishi	roll	\$ 0.99	\$ 0.99	400	0	400	\$ -	DISCARDED		Y
	FILM: Color Neg. ISO 400/12exp. 135mm 3M or Mitsubishi	roll	\$ 0.89	\$ 0.89	510	0	510	\$ -	DISCARDED		Y
	FILM: Color Neg. ISO 400/24exp. 135mm 3M or Mitsubishi	roll	\$ 1.12	\$ 1.12	144	0	144	\$ -	DISCARDED		Y
	CD-RW Verbatim	each		\$ 0.84	0	50	(50)	\$ 42.00			N
	CD-R Memorex	each	\$ 0.15	\$ 0.15	100	0	100	\$ -			N
	CD-R TDK	each	\$ 0.15	\$ 0.15	1,000	2,200	(1,200)	\$ 330.00			N
	DVD-R TDK	each	\$ 0.17	\$ 0.17	475	200	275	\$ 34.00			N
	DVD-R double layer TDK	each	\$ 0.20	\$ 0.20	50	0	50	\$ -			N
	5x8 Index Box Snap-n-box	each	\$ 1.58	\$ 1.58	9	5	4	\$ 7.90			N
	Tuck Flap Envelopes office depot (50 per box)	box	\$ 6.41	\$ 6.41	18	3	15	\$ 19.23			N
	Performance Ergosharp Scissors Fiskers	each	\$ 2.73	\$ 2.73	4	4	0	\$ 10.92			N
	Jewel Cases- Memorex	each	\$ 0.43	\$ 0.43	30	500	(470)	\$ 215.00			N
	Address Labels - Dymo	box	\$ 11.95	\$ 11.95	4	10	(6)	\$ 119.50			N
	USB Extension Cable 6ft - Belkin	each	\$ 17.99	\$ 17.99	2	0	2	\$ -			N
STUDIO	3.5 Card Reader - Startech	each	\$ 10.00	\$ 10.00	2	3	(1)	\$ 30.00			N
	BATTERY: "AA" Rechargeable 1.5v. Varta; Rayovac; Millineum or Equal	each	\$ 2.09	\$ 2.09	53	34	19	\$ 71.06			N
SMALL FREEZER IN PRINTER AREA	FILM: Color Positive ISO 100 EC135-24 Elite II Kodak# 111 3612	roll	\$ 4.89	\$ 4.89	7	0	7	\$ -	DISCARDED		Y
	FILM: Color Positive ISO 200 EC135-24 Elite II Kodak# 160 6078	roll	\$ 6.99	\$ 6.99	1	0	1	\$ -	DISCARDED		Y

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/19/10

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT RATE	ITEMS COUNTED FY 09	ITEMS COUNTED FY 10	CHANGE OF COUNTED ITEMS FY09 to FY10	2010 VALUE	2010 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/N)
	FILM: Color Positive ISO 100/21 Kodak Ektachrome EPN135-36 & Fuji Fujichrome RDP135-36	roll	\$ 6.29	\$ 6.29	13	0	13	\$ -	DISCARDED		Y
	FILM: Ektachrome 160T Tungsten ET135-24 ISO160 Kodak#120 9485	roll	\$ 5.49	\$ 5.49	14	0	14	\$ -	DISCARDED		Y
	FILM: Ektachrome 160T 5EPT 120 Color Reversal Film Tungsten Kodak#160 2945	roll	\$ 6.95	\$ 6.95	1	0	1	\$ -	DISCARDED		Y
	FILM: Kodak Elite 400 135/24 Kodak# 186 8231	roll	\$ 4.29	\$ 4.29	10	0	10	\$ -	DISCARDED		Y
	FILM CONTROL STRIPS - Process C-41 35mmx100' Kodak# 180 3709	roll	\$ 109.00	\$ 109.00	0.5	0.0	0.5	\$ -	DISCARDED		Y
	PAPER CONTROL STRIPS - RA4 Process 3 1/2"x12"x 50 per pkg Kodak# 828 2170	pkg	\$ 47.00	\$ 47.00	11	0	11	\$ -	DISCARDED		Y
	FILM: Konica Infrared 750 B&W 135/24	roll	\$ 6.00	\$ 6.00	5	0	5	\$ -	DISCARDED		Y
	FILM: Konica Infrared 750 B&W 120/12	roll	\$ 6.00	\$ 6.00	2	0	2	\$ -	DISCARDED		Y
CHEM. MIX ROOM	CHEMICALS: Process C-41 Developer Starter 1gal. F/H#816468 (469)	each	\$ 13.82	\$ 13.82	1	0	1	\$ -	DISCARDED		Y
	CHEMICALS: C-41 Color Negative Bleach Starter 1gal. F/H#821 952	each	\$ 28.29	\$ 28.29	1	0	1	\$ -	DISCARDED		Y
	CHEMICALS: C-41 Color Negative Bleach Concentrate 5gal. F/H#821 953	each	\$ 122.94	\$ 122.94	1	0	1	\$ -	DISCARDED		Y
	CHEMICALS: C-41 Color Negative Stabilizer & Replenisher 5gal. F/H#817 577 (817 623) Pro 6 Rinse Plus	each	\$ 37.05	\$ 37.05	2	0	2	\$ -	DISCARDED		Y
	CHEMICAL: Glacial Acetic Acid (28%) 1 gal. Kodak# 641 970	gallon	\$ 21.16	\$ 21.16	1	0	1	\$ -	DISCARDED		Y
	Dry-Up Towels; 19"x42"x200/ctn Lab Safety #8908	carton	\$ 90.50	\$ 90.50	1.5	0.0	1.5	\$ -	DISCARDED		Y
STOREROOM IN	CHEMICALS: Fuji Film CP-48S P1	box	\$ 96.25	\$ 96.25	1	4	(3)	\$ 385.00			N

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SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/19/10

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CHEM MIX ROOM	Start up Chemical Developer Part A & B Product # 03013700										
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	1	4	(3)	\$ 558.00			N
	CHEMICAL: Photo-Flo 200 Solution 16oz.bottle Kodak# 146 4510	each	\$ 5.45	\$ 5.45	1	0	1	\$ -	DISCARDED		Y
	CHEMICAL: Sodium Sulfite (anhydrous) Pola.Neg. Fixer 1 lb. Kodak# 146 3538	each	\$ 3.00	\$ 3.00	4	0	4	\$ -	DISCARDED		Y
REFRIGERATOR IN CHEM.MIX ROOM	FILM: Kodak Portra 160 VC 120 (5rolls/box) Kodak#856 5269 (replaced PRN120 propk)	roll	\$ 3.15	\$ 3.15	1	0	1	\$ -	DISCARDED		Y
	FILM: Kodak Portra 160 NC 120 (5rolls/box) Kodak# 378 5557 (replaced VPS 120)	roll	\$ 3.15	\$ 3.15	5	0	5	\$ -	DISCARDED		Y
	FILM: Kodak Portra 400 VC 120 (5rolls/box) Kodak# 885 0299 (replaced 400 pro/pk)	roll	\$ 3.59	\$ 3.59	15	0	15	\$ -	DISCARDED		Y
	FILM: Kodak Portra 100T 120 Tungsten Kodak#811 3003 (5rolls/box)	roll	\$ 4.85	\$ 4.85	17	0	17	\$ -	DISCARDED		Y
	FILM: Kodak Portra 100T 4x5 Tungsten 10sht/pkg Cat# 137 6219	pkg	\$ 20.06	\$ 20.06	1	0	1	\$ -	DISCARDED		Y
	FILM: Kodak Portra 160NC 4x5 10 sht/pkg Cat# 169 1567	pkg	\$ 27.10	\$ 27.10	2	0	2	\$ -	DISCARDED		Y
	FILM: Kodak B/W Technical Pan 4x5 25 sht/pkg TP4415 Cat# 800 4640	pkg	\$ 41.82	\$ 41.82	2	0	2	\$ -	DISCARDED		Y
	FILM: Kodak B/W Contrast Process Ortho 4x5 25 sht/pkg 4154 (#2556) Cat# 171 6026 (replaced Cat# 163 6257)	pkg	\$ 41.14	\$ 41.14	5	0	5	\$ -	DISCARDED		Y
	FILM: Kodak B/W TMAX 4x5 100 sht/pkg TMX 4052 Cat# 833 1175	pkg	\$ 17.34	\$ 17.34	1	0	1	\$ -	DISCARDED		Y
	FILM: Kodak B/W TMAX 100 TMX 120 Cat# 828 9589 (replaced #199 7717)	roll	\$ 2.49	\$ 2.49	12	0	12	\$ -	DISCARDED		Y

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INVENTORY COUNT 08/19/10

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	FILM: Kodak B/W TMAX 400 TMY 120 Cat# 829 0389	roll	\$ 2.56	\$ 2.56	2	0	2	\$ -	DISCARDED		Y
	FILM: Kodak B/W Tech Pan TP 120 Cat# 151 1054	roll	\$ 4.92	\$ 4.92	6	0	6	\$ -	DISCARDED		Y
	FILM: Kodak B/W Kodalith Ortho 6556 Type 3 35mmx100' Cat# 168 6419	roll	\$ 64.15	\$ 64.15	1	0	1	\$ -	DISCARDED		Y
	FILM: Kodak B/W TMAX 400 TMY 135-24 Cat# 108 6289	roll	\$ 2.82	\$ 2.82	5	0	5	\$ -	DISCARDED		Y
	FILM: Kodak B/W TMAX p3200 TMZ 135-36 Cat# 803 4951	roll	\$ 3.95	\$ 3.95	8	0	8	\$ -	DISCARDED		Y
	FILM: Ilford B/W Super XP2 400 135/36 Cat# 183 9575	roll	\$ 3.59	\$ 3.59	4	0	4	\$ -	DISCARDED		Y
	FILM: Ilford B/W Super XP2 400 135/12	roll	\$ 3.59	\$ 3.59	5	0	5	\$ -	DISCARDED		Y
	FILM: Ilford B/W Super XP2 400 135/24	roll	\$ 3.59	\$ 3.59	3	0	3	\$ -	DISCARDED		Y
	FILM: Ilford B/W Super XP2 400 120 Cat# 183 9649	roll	\$ 3.10	\$ 3.10	11	0	11	\$ -	DISCARDED		Y
	FILM: Kodak B/W Infrared Neg. 135/36 Kodak# 169 2086	roll	\$ 8.37	\$ 8.37	2	0	2	\$ -	DISCARDED		Y
	FILM: Kodak Recording Film 2475 RE 135-36	roll	\$ 1.00	\$ 1.00	8	0	8	\$ -	DISCARDED		Y
	BATTERY: Varta V 625 U 1.5v alkaline and Kodak KA625 or equal	each	\$ 1.26	\$ 1.26	6	6	0	\$ 7.56			N
	BATTERY: Varta V 28 PX or Kodak K28L or equal 6v. KS28	each	\$ 2.95	\$ 2.95	12	12	0	\$ 35.40			N
	BATTERY: Energizer EPX27 5.6v	each	\$ 2.99	\$ 2.99	1	0	1	\$ -			N
	BATTERY: 510v. #497 EVEREADY	each	\$ 52.00	\$ 52.00	5	5	0	\$ 260.00			N

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	BATTERY: Panasonic Lithum Battery CR123APA/1B (& Energizer Lithium 123 3.0v) & SANYO	each	\$ 1.85	\$ 1.85	24	41	(17)	\$ 75.85			N
WALK-IN FREEZER FREEZER IN CHEM MIX ROOM	PAPER: Ektamax RA Professional Matte B/W 3 1/2"x 275' Kodak # 195 8305	roll	\$ 65.00	\$ 65.00	2	2	0	\$ 130.00			Y
	PAPER: Duraclear 4004 8"x10" 10sh/pkg	package	\$ 25.00	\$ 25.00	1	0	1	\$ -	DISCARDED		Y
	FILM: Fuji Film Press 800 ISO 800 CZ135 36 exp. Reg. L10-113 (20 rolls/box)	roll	\$ 0.75	\$ 0.75	20	0	20	\$ -	DISCARDED		Y
	FILM: Fuji Film 800 NPZ Portrait NPZ135 36 exp. 010-101 (5 rolls/box)	roll	\$ 0.27	\$ 0.27	3	0	3	\$ -	DISCARDED		Y
	FILM: Fuji Film Superia Xtra 400 ISO 400 CH135 24 exp. U84-358 (20 rolls/box)	roll	\$ 0.12	\$ 0.12	20	0	20	\$ -	DISCARDED		Y
WALK-IN FREEZER IN CHEM.MIX ROOM	PAPER: Color LUSTER 832017 F/H# 830835 (2rls/cs) (5"x610') Type II	case	\$ 77.33	\$ 77.33	7	4	3	\$ 309.32			N
	Paper: Luster 5" x 575 832306 (2rls/cs) Type PD II	roll	\$ 167.70	\$ 167.70	0	2	(2)	\$ 335.40			N
	PAPER: Color Matte 8"x295' (2rls/cs) Type II	case	\$ 55.90	\$ 55.90	29	0	29	\$ -			N
	PAPER: Luster 8"x295' 380-666 FUJIFILM (2rls/cs) Type PD II	case	\$ 128.34	\$ 128.34	0	18	(18)	\$ 2,310.12			N
	PAPER: Luster 8"x275' 832312 (2rls/cs) Type PD II 995-084	case	\$ 128.34	\$ 128.34	1	1	0	\$ 128.34			Y
	PAPER: Color Matte 10"x275' 832029 F/H# 830856 (2rls/cs) 831856 Type II	case	\$ 69.86	\$ 69.86	17.5	17.5	0	\$ 1,222.55			N
	PAPER: Glossy 10"x275' 832027 F/H# 831854 (2rls/cs) Type II	case	\$ 69.86	\$ 69.86	3	3	0	\$ 209.58			Y
	PAPER: Epson Premium Luster Photo Paper 24 x 100 S042081	roll	\$ -	\$ 88.00		3	(3)	\$ 264.00			N

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	PAPER: Epson Premium Luster Photo Paper 16 x 100 S042079	roll	\$ -	\$ 63.80		5	(5)	\$ 319.00			N
	PAPER: Epson Premium Luster Photo Paper 44 x 100 S042083	roll	\$ -	\$ 152.90		14	(14)	\$ 2,140.60			N
	PAPER: Color Matte 6"x575' Type II F/H# 831844 (2rls/cs) (6"x610') 832023 duplicated below	case	\$ 93.00	\$ 93.00	17	17	0	\$ 1,581.00			N
	PAPER: Glossy 6"x575' Type II F/H# 831842 (2rls/cs) (6"x610') 832021	case	\$ 93.00	\$ 93.00	2	2	0	\$ 186.00			N
	PAPER: Luster 5x575 Type PD II	roll	\$ 83.85	\$ 83.85	0	3	(3)	\$ 251.55			N
	PAPER: Epson Premium Semimatte Photo Roll Paper (250) 44" x 100' S041657 is being replaced with the one below	roll	\$ 159.60	\$ 159.60	12	0	12	\$ -			Y
	PAPER: Epson Premium Semi-matte 44" x 100" S042152	roll	\$ 159.60	\$ 159.60	1	0	1	\$ -	Grant Item		
	PAPER: Epson Premium Glossy Photo Roll Paper (250) 44" x 100' S041640	roll	\$ 152.90	\$ 152.90	4	0	4	\$ -			N
	PAPER: Epson Premium Glossy Photo Roll Paper (250) 44" x 100' S041640	roll	\$ 159.60	\$ 159.60	9	0	9	\$ -	Grant Item		
ROOM NEXT TO BREAKROOM	Paper: 44" x 100" Epson Matte paper #S041597	roll	\$ 159.60	\$ 159.60	4	4	0	\$ 638.40	Grant Item		
	PAPER: Fuji Film Glossy 4 x 575 709 244	roll	\$ 44.00	\$ 44.00	1	0	1	\$ -			Y
	Film: Fujifilm 6 x 575 Glossy Type 1 # 710-110	roll	\$ 93.00	\$ 93.00	1	5	(4)	\$ 465.00			N
	Film: Fujifilm 6 x 575 Matte Type 1 # 707-505	roll	\$ 93.00	\$ 93.00	2	7	(5)	\$ 651.00			N
STOREROOM IN CHEM MIX ROOM	PAPER: Ektamatic SC"F" B/W Glossy 4"X5"X100 sht/pkg. Kodak# 197 0631	pkg	\$ 18.00	\$ 18.00	3	0	3	\$ -			Y
	PAPER: Ektamatic SC"F" B/W Glossy 8"x10"x100 sht/pkg. Kodak# 191 9398	pkg	\$ 66.00	\$ 66.00	1	0	1	\$ -			Y
	PAPER: Polymax B/W Matte 8"x10"x100 sht/pkg Kodak# 155 2819	pkg	\$ 37.99	\$ 37.99	2	0	2	\$ -			Y

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	#167 0355										
	PAPER: Polymax B/W Matte 16"x20"x50 sht/pkg. Kodak# 819 1512 #189 6950	pkg	\$ 72.00	\$ 72.00	1	0	1	\$ -			Y
	CHEMICAL: Ektamatic S-II Activator 1 qt. Kodak# 186 5609	each	\$ 6.09	\$ 6.09	4	0	4	\$ -	DISCARDED		Y
	CHEMICAL: Ektamatic S-30 Stabilizer 1 qt. Kodak# 77 9123	each	\$ 7.25	\$ 7.25	6	0	6	\$ -	DISCARDED		Y
	CHEMICAL: T-Max Developer for B/W Neg. 1 qt. Kodak# 140 2767	each	\$ 7.89	\$ 7.89	1	0	1	\$ -	DISCARDED		Y
	CHEMICAL: HC110 Developer for B/W Neg. 28oz bottle Kodak# 140 8962	bottle	\$ 9.55	\$ 9.55	1	0	1	\$ -	DISCARDED		Y
	CHEMICAL: Technidol LC Developer Kodak# 1010 628	box	\$ 8.65	\$ 8.65	1	0	1	\$ -	DISCARDED		Y
	CHEMICAL: Kodak D-76 Developer Mix 1 litre pkg. (for infrared neg.) 2/pkg	pkg	\$ 8.09	\$ 8.09	10	0	10	\$ -	DISCARDED		Y
	CHEMICAL: Kodak D-19 Developer Mix 1 gal. Pkg. (for high contrast b/w film)	pkg	\$ 5.79	\$ 5.79	11	0	11	\$ -	DISCARDED		Y
	CHEMICAL: Ektaflo Stop Bath 1gal. Kodak# 140 4011	each	\$ 17.50	\$ 17.50	1	0	1	\$ -	DISCARDED		Y
	CHEMICAL: Polymax Fixer RT (AKA Dektomatic) Kodak# 105 4311	gallon	\$ 23.00	\$ 23.00	1	0	1	\$ -	DISCARDED		Y
	CHEMICAL: Polymax Developer RT Kodak# 825 0425	gallon	\$ 29.95	\$ 29.95	1	0	1	\$ -	DISCARDED		Y
	CHEMICAL: Kodak Developer System Cleaner & Neutrilizer set of 3 gal. Kodak# 150 0719	gallon	\$ 4.00	\$ 4.00	2	0	2	\$ -	DISCARDED		Y
	LAMP: Medium Base 15w.-120v.	each	\$ 0.43	\$ 0.43	2	0	2	\$ -			Y
	LAMP: PH / 212 120v.-150w.	each	\$ 2.25	\$ 2.25	1	1	0	\$ 2.25			Y

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	LAMP: "DXW" GE or Ushio 120v.-1000w. (for Lucht)	each	\$ 19.75	\$ 19.75	1	1	0	\$ 19.75			Y
	LAMP: "EFP" 12v.-100w. (for ChromaPro)	each	\$ 9.25	\$ 9.25	4	4	0	\$ 37.00			Y
	LAMP: "ELC" GE 24v.-250w. (for Chromega & Dorst 501) EJJ	each	\$ 7.00	\$ 7.00	4	4	0	\$ 28.00			Y
	LAMP: "ENH" 120v.-250w. (for BC24 - used in pairs)	each	\$ 9.50	\$ 9.50	8	8	0	\$ 76.00			Y
	LAMP: "ENX" GE 82v; 360w. (For Hope 2500)	each	\$ 8.00	\$ 8.00	3	3	0	\$ 24.00			Y
	LAMP: "ESJ" 82v.; 85w. (For Opemus 6 Enlarger)	each	\$ 15.69	\$ 15.69	4	4	0	\$ 62.76			Y
	LAMP: Projection "FHS" 82v.;300w. (For Kodak Model 4200 Slide Proj.)	each	\$ 8.00	\$ 8.00	1	1	0	\$ 8.00			Y
	LAMP: Sodium Vapor Tube; Code LDS (For Thomas Safelight)	each	\$ 95.00	\$ 95.00	0	1	(1)	\$ 95.00			N
	LAMP: PH/140 120v.; 75w.	each	\$ 1.00	\$ 1.00	1	0	1	\$ -			Y
	LAMP: "ERV" 36v.; 340w. (For PrinterMix)	each	\$ 7.00	\$ 7.00	4	4	0	\$ 28.00			Y
	LAMP: "EJL" 240v.; 200w	each	\$ 6.00	\$ 6.00	3	3	0	\$ 18.00			Y
	LAMP: MP4 Tungsten Light 20w.; T12; Optima 32 (For MP4)	each	\$ 1.00	\$ 1.00	5	5	0	\$ 5.00			Y
	LAMP: Incandescent light bulbs T 6 1/2 : 130v.; 25w. #632420E	each	\$ 1.00	\$ 1.00	84	8	76	\$ 8.00			N
	FLUORESCENT LAMP: 5500K; 4ft.; 40w. F40T12/Natural Lite #90385 (from Western States Industries)	each	\$ 8.55	\$ 8.55	1	1	0	\$ 8.55			Y
	FLUORESCENT LAMP: F15-T8 Spectra Light	each	\$ 2.00	\$ 2.00	1	1	0	\$ 2.00			Y

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	FLUORESCENT LAMP: 32w F32-T8 SP65	each	\$ 2.00	\$ 2.00	3	3	0	\$ 6.00			Y
	FLUORESCENT LAMP: 40w F40 CW Cool White	each	\$ 2.00	\$ 2.00	4	4	0	\$ 8.00			Y
	HALOGEN LAMP: 24v.; 150w.	each	\$ 1.00	\$ 1.00	2	1	1	\$ 1.00			N
	QUARTZLINE LAMP "FFM" 120V- 420W	each		\$ 10.95		5		\$ 54.75			Y
	INDICATOR LAMPS 12-7 1/2 S/CR (RED)	each		\$ 1.00		10		\$ 10.00			Y
	HALO POWER TRACE halo - 2 L1735MPY	each		\$ 1.00		6		\$ 6.00			Y
	EPSON MAINTENANCE TANK	each	\$ 45.94	\$ 36.00		5		\$ 180.00			N
	Webril Handi Pads	each		\$ 20.00		12		\$ 240.00			N
	8 foot spill sock	box		\$ 18.00		1		\$ 18.00			N
	4 foot spill sock	box		\$ 9.00		1		\$ 9.00			N
	Film Leadertabs; C-41 Process Colenta Part #U00106 FLT 1 (10/bag)	each	\$ 0.20	\$ 0.20	75	75	0	\$ 15.00			Y
	Film Leadertabs; C-41 Process Kreonite FLT 2 (15/bag)	each	\$ 0.24	\$ 0.24	100	100	0	\$ 24.00			Y
	Roller Transport Clean-Up Material 11"x16" sheet 50/pkg	package	\$ 115.00	\$ 115.00	7	0	7	\$ -			Y
	Color Print Viewing Kit	each	\$ 19.50	\$ 19.50	1	1	0	\$ 19.50			Y
	Negative Preservers; 35mmx6frx1000 bx RPS# S00610	box	\$ 14.33	\$ 14.33		0.5	(0.5)	\$ 7.17			N
	Negative Preservers; 120x4frx1000 bx RPS# 00620	box	\$ 14.33	\$ 14.33	2.5	2.1	0	\$ 30.09			N
	Negative Preservers; Kraft 4"x5"x500 bx RPS# S00850	box	\$ 29.00	\$ 29.00	4.5	4.5	0	\$ 130.50			Y
	Negative Preservers; 135mmx6frx500'	roll	\$ 50.00	\$ 50.00	4	4	0	\$ 200.00			Y

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	Contact Sleeves on Roll; Pro-Lab Picture Pocket #135/6-CPT										
	Negative Preservers; 42 135exp/sht- 100/pkg; Picture Pocket #135-CPT 7-row contact sheets	pkg	\$ 12.50	\$ 12.50	7	5	2	\$ 62.50			N
	Negative Preservers; 4"x5"x100/pkg Print File #45-4B	pkg	\$ 14.33	\$ 14.33	1	1	0	\$ 14.33			Y
	Negative Preservers; Clear 135mmx1000' Non-Perforated; Picture Pocket# 135-R 3	roll	\$ 38.00	\$ 38.00	3	3	0	\$ 114.00			Y
	Negative Preservers; 6x6cm Print File 120-3H B 120x4frx100pkg; 120 contact sheet	pkg	\$ 14.33	\$ 14.33	1	1	0	\$ 14.33			Y
	Protective Enclosures; Clear Strips 2x32 100/bx (mug plastines)	box	\$ 1.00	\$ 1.00	1	1.0	0	\$ 1.00			Y
	Slide Mounts; Plastic 2x2 for 35mm 500/bx Pakon	box	\$ 62.85	\$ 62.85	0.5	0.5	0	\$ 31.43			Y
some in studio	Photo Mat Board: 4'x8'x3/16 Black or White Gatorboard	sheet	\$ 49.08	\$ 49.08	8	12	(4)	\$ 588.96			N
some in studio	Photo Mat Board: 4'x8'x1/2 Black or White Gatorboard	sheet	\$ 65.00	\$ 81.90	9	9	0	\$ 737.10			Y
	Smooth Finish 16"x20" 100 per box RPS # S 15404	ea	\$ 1.39	\$ 1.08	312	300	12	\$ 324.00			N
	Photo Mat Board: 8"x10"x100/box RPS# 15401	ea	\$ 0.50	\$ 0.50	110	75	35	\$ 37.50			N
some in studio	Photo Mat Board; 11"x14"x100/bx RPS# 15402- \$75/ 5boxes	ea	\$ 0.99	\$ 0.99	4,000	3,840	160	\$ 3,801.60			N
some in studio	Photo Mat Board; 20"x24"x50/bx RPS# 15405	ea	\$ 2.16	\$ 2.16	500	450	50	\$ 972.00			N
	Photo Mat Board; 20"x24" 1/8 15/box RPS	ea	\$ 3.17	\$ 3.17	18	12	6	\$ 38.04			N

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some in studio	Photo Mat Board; 30"x40"x25/bx RPS# 15406	ea	\$ 7.64	\$ 7.64	120	20	100	\$ 152.80			N
some in studio	Positionable Mounting Adhesive; 16"x50' roll; 3M 568 PMA 70071152907	roll	\$ 55.00	\$ 55.00	6	6	0	\$ 330.00			N
some in studio	Positionable Mounting Adhesive; 24"x50" roll; 5568 3M 70070059434	roll	\$ 79.00	\$ 88.70	13	16	(3)	\$ 1,419.20			N
	Photo Print Matte Spray; 19.7oz. Suregard Flat; McDonald's Pro-Tecta- Cote Matte # 941	each	\$ 8.50	\$ 8.50	51	44	7	\$ 374.00			N
	Dulling Spray; Krylon 1310/11 Matte Finish	each	\$ 14.00	\$ 14.00	2	1	1	\$ 14.00			N
	Rubber Aprons	each	\$ 16.35	\$ 16.35	3	3	0	\$ 49.05			Y
	Chemical Filters; 4"x 2 1/2" Dia. Cordwound Poly; Kreonite #FCS or Loon Photographic #60-400 (C-41 short filters) PCP-10-4	each	\$ 1.20	\$ 1.20	60	60	0	\$ 72.00			N
	Chemical Filters; 3 3/4"x2" Dia. #PCP_10T-37 (C-41 Stabilizer filters) Cordwound Poly	each	\$ 1.67	\$ 1.67	42	40	2	\$ 66.80			N
	Chemical Filter Element; 24/cs Hope #HCF-2500 (filters w/green ends for Hope 2500)	each	\$ 11.50	\$ 11.50	5	5	0	\$ 57.50			Y
	Chemical/WATER Filters; 9 1/4"x 2 1/4" Dia.; Johnson #PAC-P-7; or Photo-Klear #9	each	\$ 3.50	\$ 3.50	31	31	0	\$ 108.50			Y
	Chemical Mixing Gloves	pair	\$ 2.40	\$ 2.40	5	5	0	\$ 12.00			Y
	Cable Release	each	\$ 7.95	\$ 7.95	1	1	0	\$ 7.95			Y
	Wiping Fabric; Anti-Static 3 1/4"x 144"x 2rl/set; 12 set/cs; Loon Photographic # 1225RC for 3M Master WipeModel 525	set	\$ 6.66	\$ 6.66	6	0	6	\$ -			Y
	Glass Cleaner; Anti-Static; 8oz. Spray	each	\$ 4.50	\$ 4.50	3	3	0	\$ 13.50			N

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	PhotoWipes; Premier 13 1/2"x17 5/7"x50shts/bx	each	\$ 0.16	\$ 0.16	20	0	20	\$ -			Y
	KimWipes; EXL #34256 Task Wipes	pkg	\$ 5.65	\$ 5.65	7	8	(1)	\$ 45.20			N
	Respirator Cartridges; P-100 Series Lab Safety #38232 2 pair per bx	box	\$ 38.00	\$ 38.00	4.5	4.0	1	\$ 152.00			N
	Epson auto cutter Spare Blade	each		\$ 50.00		4	(4)	\$ 200.00			N
	Fuji Rinse Filter - FRSS - 10 cartridge	each		\$ 45.00		2	(2)	\$ 90.00			N
	Static Killer; Heavy Duty C108; 1gal.	each	\$ 16.00	\$ 16.00		1.0	(1)	\$ 16.00			N
	Fuji Frontier SuperConditioning Tablets (100 tab/bot;) F/H# 819 034	bottle	\$ 7.49	\$ 7.49	1	12	(11)	\$ 89.88			N
	Fuji Frontier Projector Lamps #36V400W Ushio "EVD"	each	\$ 30.00	\$ 30.00	8	8	0	\$ 240.00			N
	Fuji Frontier Circulation Filters #06091053 10 per/pkg	each	\$ 1.20	\$ 1.20	214	144	70	\$ 172.80			N
	Fuji Frontier Backprinter Ribbons #F1025	each	\$ 17.10	\$ 17.10	14	14	0	\$ 239.40			N
	Fuji Frontier Resin Bottle 96oz.	each	\$ 44.10	\$ 44.10	4	2	2	\$ 88.20			N
	Fuji Frontier Reflector #602S0001	each	\$ 134.76	\$ 134.76	3	3	0	\$ 404.28			N
	Fuji Frontier Exposure Section Air Filter #374D890141A	each	\$ 4.25	\$ 4.25	9	8	1	\$ 34.00			N
	Film Cleaner: Rexton Anti-Static 16 oz. Spray Bottle	each	\$ 12.99	\$ 12.99	8	8	0	\$ 103.92			Y
	Film Cleaner: Rexton Anti-Static 4 oz. Spray Bottle	each	\$ 5.95	\$ 5.95	9	9	0	\$ 53.55			Y
DOCK AREA	CHEMICAL: Color Neg. Developer Replenisher C-41; F/H# 816 515	ctn	\$ 61.62	\$ 61.62	11.0	0.0	11	\$ -	DISCARDED		Y
	CHEMICAL: Color Neg. Fixer & Replenisher 25 gal/mix F/H# 822 353	ctn	\$ 20.92	\$ 20.92	16	0	16	\$ -	DISCARDED		Y

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PROCESSING ROOM	CHEMICAL: Fuji Frontier Replenish Cartridges (2per/bx) CP48-S F/H# 819 843	box	\$ 99.95	\$ 99.95	33.0	7.5	25.5	\$ 749.63			N
BACK ROOM Next to breakroom	Cartridge : Epson Photo Black Ink #T5441	each	\$ 74.55	\$ 40.95	5	4	1	\$ 163.80	Grant Item		N
			\$ 74.55	\$ 40.95		4	(4)	\$ 163.80			N
	Cartridge : Epson Cyan Ink #T5442	each	\$ 74.55	\$ 40.95	4	4	0	\$ 163.80			N
			\$ 74.55	\$ 40.95	8	7	1	\$ 286.65	Grant Item		N
	Cartridge : Epson Magenta Ink #T5443	each	\$ 74.55	\$ 40.95	4	4	0	\$ 163.80			N
			\$ 74.55	\$ 40.95	5	4	1	\$ 163.80	Grant Item		N
	Cartridge : Epson Yellow Ink #T5444	each	\$ 74.55	\$ 40.95	5	4	1	\$ 163.80			N
			\$ 74.55	\$ 40.95	5	5	0	\$ 204.75	Grant Item		N
	Cartridge : Epson Light Cyan Ink #T5445	each	\$ 74.55	\$ 40.95	6	6	0	\$ 245.70			N
	Cartridge : Epson Photo Light Magenta Ink #T5446	each	\$ 74.55	\$ 40.95	2	5	(3)	\$ 204.75			N
	Cartridge : Epson Photo Light Black Ink #T5447	each	\$ 74.55	\$ 40.95	2	2	0	\$ 81.90			N
			\$ 74.55	\$ 40.95	5	4	1	\$ 163.80	Grant Item		N
	Cartridge: Epson Light Cyan Ink #T6065	each	\$ 58.50	\$ 58.50	1	3	(2)	\$ 175.50			N
	Cartridge: Epson Vivid Magenta Ink #T6063	each	\$ 58.50	\$ 58.50	1	3	(2)	\$ 175.50			N
	Cartridge: Epson Vivid Light Magenta Ink #T6066	each	\$ 58.50	\$ 58.50	1	3	(2)	\$ 175.50			N
	Cartridge: Epson Yellow Ink #T6064	each	\$ 58.50	\$ 58.50	1	3	(2)	\$ 175.50			N
	Cartridge: Epson Cyan Ink #T6062	each	\$ 58.50	\$ 58.50	1	3	(2)	\$ 175.50			N
	Cartridge: Epson Light, Light Black Ink #T6069	each	\$ 58.50	\$ 58.50	1	3	(2)	\$ 175.50			N
	Cartridge: Epson Light Black Ink #T6067	each	\$ 58.50	\$ 58.50	1	3	(2)	\$ 175.50			N
	Cartridge: Epson Photo Black Ink #T6061	each	\$ 58.50	\$ 58.50	1	3	(2)	\$ 175.50			N
	Cartridge: Epson Yellow Ink #T6034	each	\$ 99.00	\$ 99.00	1	3	(2)	\$ 297.00			N
	Cartridge: Epson Vivid Magenta Ink #T6033	each	\$ 90.75	\$ 90.75	1	3	(2)	\$ 272.25			N

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	Cartridge: Epson Cyan Ink #T6032	each	\$ 90.75	\$ 90.75	1	3	(2)	\$ 272.25			N
	Cartridge: Epson Light Cyan Ink #T6035	each	\$ 90.75	\$ 90.75	1	2	(1)	\$ 181.50			N
	Cartridge: Epson Photo Black Ink #T6031	each	\$ 90.75	\$ 90.75	1	2	(1)	\$ 181.50			N
	Cartridge: Epson Vivid Light Magenta Ink #T6036	each	\$ 90.75	\$ 90.75	1	2	(1)	\$ 181.50			N
	Cartridge: Epson Light, Light Black Ink #T6039	each	\$ 90.75	\$ 90.75	1	2	(1)	\$ 181.50			N
	Cartridge: Epson Light Black Ink #T6037	each	\$ 90.75	\$ 90.75	1	2	(1)	\$ 181.50			N
	Phaser 6200 color laser printer cartridge	each		\$ 80.00		13	(13)	\$ 1,040.00			N
	Cartridge: Epson Matte Black Ink #T5448	each	\$ 74.55	\$ 74.55		14	(14)	\$ 1,043.70			N
			\$ 74.55	\$ 74.55		6	(6)	\$ 447.30	grant item		
SUBTOTAL					9,694	8,781		\$ 34,671.89			
Total Value								\$ 34,671.89			
Inventory Value								\$ 32,603.39			
								\$ (2,068.50)	9 Grant Items		
								\$ (2,565.64)	39.0 Obsolete Items		
Add 10% back for Obsolete items								\$ 256.56	excluding Grant Items		
Adjusted Inventory Value to Book								\$ 30,294.31			
Non Grant/Non Obsolete								\$ 30,037.75			
Add 10% back for Obsolete items								\$ 256.56			
Adjusted Inventory Value to Book								\$ 30,294.31			