



**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 2011

DATE: Issued: October 18, 2011
Released: December 16, 2011

SCOPE

As a part of ongoing reviews of county departments and testing year end financials, we performed a physical inventory on August 17, 2011 of the Dallas County Digital Imaging (Photo) Lab located at 2121 French Settlement for Fiscal Year ended 2011.

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 B: Production Reports

Exhibit C: Receipt Analysis

Exhibit D: Inventory Count

FINDINGS

1. Product inventory is ordered on an as needed basis. Obsolete or damaged items are not periodically destroyed: 408 obsolete items totaling \$2,528.62 of the inventory value remains on the stockroom shelves. (List attached-exhibit D)

2. As of August 31, 2011, Out-of-County receivables total \$835.14. Of this amount, \$635.84 is from December invoices. Due to data loss from Dallas County servers, the invoices cannot be reproduced to identify parties owing Dallas County Photo Lab.

Response: The Photo Lab has a control procedure in which the office assistant is emailed a copy of the email that is sent to the requesting department. In turn the copy is forwarded to Sheriff Fiscal so that the accounting office knows the amount to expect. At the time the December invoices were produced, the Photo Lab office assistant retired and the emailed invoices were un-retrievable.

3. 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.
4. 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 C)
5. Approximately 77.7% 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 2010 to August 2011, work performed on behalf of other county departments, primarily District Attorney and Medical Examiner, totaled \$177,429.19. Overall, only 0.6% of work performed per production report is billable.(Spreadsheet attached-exhibit B)
6. Sheriff's Photo Lab billable revenues totaled \$1,666.27 while expenses totaled \$183,926.54 resulting in \$182,260.27 excess expenses over billable revenue. Allocating charges to other county departments would result in non-allocated charges of \$44,515.58 over expenses.(Spreadsheet attached -exhibit A)

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 costing \$3,000. Website <https://dcmds.dallascounty.org>
2. Support and Maintenance is provided by Unlimi -Tech Software Inc. at an annual cost of \$1,599.80 and is paid through April 13, 2013.
3. On March 15, 2011, the Dallas County Commissioners Court authorized the first twelve (12) month extension of the annual contract for Photographic Supplies to Southpoint Photo Imaging Supplies, Inc.
4. The Photo Lab User database indicates there are 66 non-Dallas County user accounts. Available invoices only show three out-of-county entities billed for the year. Out-of-county photo evidence uploaded to the Photo lab for Dallas County District Attorney cases are not billed.
5. 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.

Response: Several items listed as obsolete will be used when the Print Shop resumes operations in January 2012.

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.
4. Work order authorization forms should be updated to include code evidencing county benefit/need and authorized signature should be tested against controls.
5. Fiscal Year 2013 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.

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.

cc: Commissioners Court

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

Exhibit A

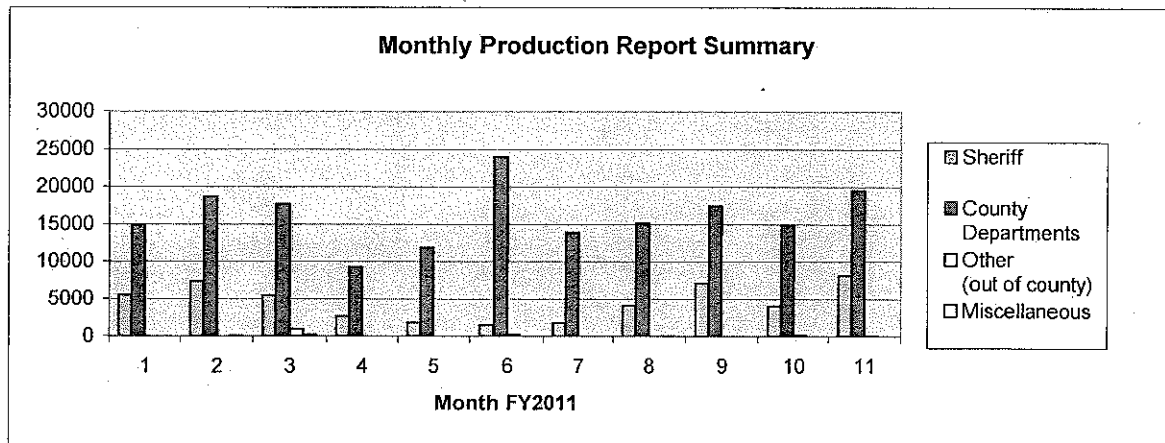
	2009	2010	2011	Variations 2010 vs 2011
Revenue per GL on 08/31 Cash Receipts (120.3126.46180)	\$ 2,498.58	\$ 1,204.89	\$ 831.13	\$ (373.76)
Billable Charges - Production Report Revenue (Oct-10 - Aug-11)	\$ 8,640.18	\$ 208.79	\$ 1,666.27	\$ 1,457.48
Total Production Report Revenue	\$ 8,640.18	\$ 208.79	\$ 1,666.27	\$ 1,457.48
Inventory value (08/19/11)	\$ 34,485.83 (a), (b)	\$ 32,603.39 (c), (d)	\$ 28,941.55 (e), (f)	\$ (3,661.84)
Expenses per GL on 08/31 Photo Supplies (120.3126.02930)	\$ 19,967.74	\$ 21,221.60	\$ 17,856.15	\$ (3,365.45)
Expenses per G/L on 08/31 Photo Lab Payroll Expenses (120.2126.01020) - (120.3126.01190)	\$ 187,904.19	\$ 193,011.62	\$ 163,817.61	\$ (29,194.01)
Other Miscellaneous Expense (120.3126-2160,2640,2720,3095&7020)	\$ 4,785.14 (g)	\$ 11,687.75	\$ 2,252.78	\$ (9,434.97)
Total Expense Charge to Photo Lab	\$ 212,657.07	\$ 225,920.97	\$ 183,926.54	\$ (41,994.43)
Cash Receipts Over/(Under) Total Expenses	\$ (210,158.49)	\$ (224,716.08)	\$ (183,095.41)	\$ 41,620.67
Billable Revenue Over/(Under) Total Expenses	\$ (204,016.89)	\$ (225,712.18)	\$ (182,260.27)	\$ 43,451.91
Non-Billable Internal/Inter-Departmental Charges (per Production Report)	\$ 181,804.33	\$ 207,480.70	\$ 226,775.85	\$ 19,295.15
Non-Allocated Charges	\$ (22,212.56)	\$ (18,231.48)	\$ 44,515.58	\$ 62,747.06

- (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 and 2010

Exhibit B

**DALLAS COUNTY
SHERIFF PHOTO LAB
MONTHLY PRODUCTION REPORT SUMMARY
OCT-10 THROUGH AUG-11**

	Sheriff	County Departments	Other (out of county)	Other Miscellaneous Services	Total
October-10	\$ 5,494.90	\$ 14,919.68			\$ 20,414.58
November-10	\$ 7,329.87	\$ 18,676.89		\$ 66.72	\$ 26,073.48
December-10	\$ 5,427.60	\$ 17,740.60	\$ 926.00	\$ 205.75	\$ 24,299.95
January-11	\$ 2,679.53	\$ 9,253.87			\$ 11,933.40
February-11	\$ 1,840.34	\$ 11,855.24			\$ 13,695.58
March-11	\$ 1,480.95	\$ 23,989.60	\$ 245.10		\$ 25,715.65
April-11	\$ 1,770.54	\$ 13,913.90			\$ 15,684.44
May-11	\$ 4,105.41	\$ 15,198.57		\$ 23.40	\$ 19,327.38
June-11	\$ 7,067.11	\$ 17,427.68			\$ 24,494.79
July-11	\$ 4,035.53	\$ 14,910.95	\$ 116.75		\$ 19,063.23
August-11	\$ 8,114.88	\$ 19,542.21	\$ 82.55		\$ 27,739.64
Total	\$ 49,346.66	\$ 177,429.19	\$ 1,370.40	\$ 295.87	\$ 228,442.12
Percent of Total	21.6%	77.7%	0.6%	0.1%	100.0%



DALLAS COUNTY
SHERIFF PHOTO LAB
RECEIPTS ANALYSIS
OCT-10. THROUGH AUG-11

Month	Amount Billed per Invoice /Production Report	Amount Received	Outstanding Balance as of 08/31/2011	Amount Received For Non-invoiced Services	Total Billable service as of 08/31/2011	Total Amount Received as of 08/31/2011	Total Amount per G/Ledger	Receipt over/under General Ledger
October-10								
November-10	0.00	0.00		66.72	66.72	66.72	0.00	0.00
December-10	926.00			0.00	926.00	0.00	272.47	926.00
January-11	0.00	290.16	635.84	205.75	205.75	495.91	290.16	(290.16)
February-11								
March-11	245.10	245.10	0.00	0.00	245.10	245.10		0.00
April-11				0.00		0.00		0.00
May-11	0.00	0.00		23.40	23.40	23.40		0.00
June-11				0.00		0.00	268.50	0.00
July-11	116.75	0.00	116.75	0.00	116.75	0.00		116.75
August-11	82.55	0.00	82.55	0.00	82.55	0.00		82.55
						0.00		
Total Oct-10 to Aug-11	1,370.40	535.26	835.14	295.87	1,666.27	831.13	831.13	835.14
Total	1,370.40	535.26	835.14	295.87	1,666.27	831.13	831.13	835.14
September-11	0.00	0.00	0.00	0.00				
FY11 Total	1,370.40	535.26	835.14	295.87	1,666.27	831.13	831.13	835.14

¹ Invoice date is based on date of completion.

² Production Report is based on Submission Date

³ September 2011 is not included in the total - Physical Inventory cut-off date (Aug. 11)

\$ 1,370.40 Total Invoices (FY11)
 \$ 295.87 Amount Received by Fiscal Office (FY11)
 \$ 1,666.27 Total Invoices/Receipts (FY11)

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/17/11

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT RATE	ITEMS COUNTED FY 10	ITEMS COUNTED FY 11	CHANGE OF COUNTED ITEMS FY10 to FY11	2011 VALUE	2011 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/N)
Front Supply Room	CD-RW Verbatim	each	\$ 0.84	\$ 0.84	50	50	0	\$ 42.00			N
	Verbatim 2.4xDVD+R Double Layer Media	each	\$ 1.70	\$ 1.70							N
	CD-R Memorex	each	\$ 0.15	\$ 0.15	0	0	0				N
	CD-R TDK	each	\$ 0.15	\$ 0.15	2,200	1,900	300	\$ 285.00			N
	DVD-R TDK	each	\$ 0.17	\$ 0.17	200	1	199	\$ 0.17			N
	DVD+R Spindle	each	\$ 0.39	\$ 0.39							N
	DVD-R double layer TDK	each	\$ 0.20	\$ 0.20	0	0	0				N
	5x8 Index Box Snap-n-box	each	\$ 1.58	\$ 1.58	5	5	0	\$ 7.90			N
	Tuck Flap Envelopes office depot (50 per box)	box	\$ 6.41	\$ 6.41	3	44	(41)	\$ 282.04			N
	Performance Ergosharp Scissors Fiskers	each	\$ 2.73	\$ 2.73	4	3	1	\$ 8.19			N
	Jewel Cases- Memorex	each	\$ 0.43	\$ 0.43	500	0	500				N
	Address Labels - Dymo	box	\$ 11.95	\$ 11.95	10	15	(5)	\$ 179.25			N
	USB Extension Cable 6ft - Belkin	each	\$ 17.99	\$ 17.99	0	0	0				N
	3.5 Card Reader - Startech	each	\$ 10.00	\$ 10.00	3	3	0	\$ 30.00			N
STUDIO	BATTERY: "AA" Rechargeable 1.5v. Varta; Rayovac; Millineum or Equal	each	\$ 2.09	\$ 2.09	34	40	(6)	\$ 83.60			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	0	\$ 385.00			N
STOREROOM IN CHEM MIX ROOM	CHEMICALS: Fuji Film CP-48S P2 Start up Chemical Bleach Fix Part A & B Product #03013700	box	\$ 139.50	\$ 139.50	4	4	0	\$ 558.00			N
	BATTERY: Varta V 625 U 1.5v alkaline and Kodak KA625 or equal	each	\$ 1.26	\$ 1.26	6	5	1	\$ 6.30			N
	BATTERY: Varta V 28 PX or Kodak K28L or equal 6v. KS28	each	\$ 2.95	\$ 2.95	12	13	(1)	\$ 38.35			N

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/17/11

Exhibit D

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT RATE	ITEMS COUNTED FY 10	ITEMS COUNTED FY 11	CHANGE OF COUNTED ITEMS FY10 to FY11	2011 VALUE	2011 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/N)
	BATTERY: Energizer EPX27 5.6v	each	\$ 2.99	\$ 2.99	0	1	(1)	\$ 2.99			N
	BATTERY: 510v. #497 EVEREADY	each	\$ 52.00	\$ 52.00	5	5	0	\$ 260.00			N
	BATTERY: Panasonic Lithium Battery CR123APA/1B (& Energizer Lithium 123 3.0v) & SANYO	each	\$ 1.85	\$ 1.85	41	41	0	\$ 75.85			N
	WALK-IN FREEZER 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
	WALK-IN FREEZER IN CHEM MIX ROOM	case	\$ 77.33	\$ 77.33	4	2.5	2	\$ 193.33			N
	PAPER: Color LUSTER 832017 F/H# 830835 (2rls/cs) (5"x610') Type II	roll	\$ 167.70	\$ 167.70	2	2	0	\$ 335.40			N
	PAPER: Color Matte 8"x295' (2rls/cs) Type II	case	\$ 55.90	\$ 55.90	0	0	0	-			N
	PAPER: Luster 8"x295' 380-666 FUJIFILM (2rls/cs) Type PD II	case	\$ 128.34	\$ 40.00	18	27	(9)	\$ 1,080.00			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	17.0	1	\$ 1,187.62			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	\$ 90.00	3	6	(3)	\$ 540.00			N
	PAPER: Epson Premium Luster Photo Paper 16 x 100 S042079	roll	\$ 63.80	\$ 63.80	5	4	1	\$ 255.20			N
	PAPER: Epson Premium Luster Photo Paper 44 x 100 S042083	roll	\$ 152.90	\$ 155.00	14	7	7	\$ 1,085.00			N

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/17/11

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT RATE	ITEMS COUNTED FY 10	ITEMS COUNTED FY 11	CHANGE OF COUNTED ITEMS FY10 to FY11	2011 VALUE	2011 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/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	0	0	0	\$ -			Y
	PAPER: Epson Premium Semi-matte 44" x 100" S042152	roll	\$ 152.90	\$ 152.90	0	0	0	\$ -	Grant item		N
	PAPER: Epson Premium Glossy Photo Roll Paper (250) 44" x 100' S041640	roll	\$ 159.60	\$ 159.60	0	6	(6)	\$ 957.60	Grant item		
ROOM NEXT TO BREAKROOM	Paper: 44" x 100" Epson Matte paper #S041597	roll	\$ 159.60	\$ 159.60	4	3	1	\$ 478.80	Grant item		
	PAPER: Fuji Film Glossy 4 x 575 709 244	roll	\$ 44.00	\$ 44.00	0	0	0	\$ -			Y
	Film: Fujifilm 6 x 575 Glossy Type 1 # 710-110	roll	\$ 93.00	\$ 93.00	5	5	0	\$ 465.00			N
	Film: Fujifilm 6 x 575 Matte Type 1 # 707-505	roll	\$ 93.00	\$ 93.00	7	32	(25)	\$ 2,976.00			N
STOREROOM IN CHEM MIX ROOM	PAPER: Ektamatic SC"F" BAW Glossy 4"X5"X100 sht/pkg. Kodak# 197 0631	pkg	\$ 18.00	\$ 18.00	0	0	0	\$ -			Y
	PAPER: Ektamatic SC"F" BAW Glossy 8"x10"x100 sht/pkg. Kodak# 191 9398	pkg	\$ 66.00	\$ 66.00	0	0	0	\$ -			Y
	PAPER: Polymax BAW Matte 8"x10"x100 sht/pkg Kodak# 155 2819 #167 0355	pkg	\$ 37.99	\$ 37.99	0	0	0	\$ -			Y
	PAPER: Polymax BAW Matte 16"x20"x50 sht/pkg. Kodak# 819 1512 #189 6950	pkg	\$ 72.00	\$ 72.00	0	0	0	\$ -			Y
	LAMP: Medium Base 15w.-120v.	each	\$ 0.43	\$ 0.43	0	0	0	\$ -			Y
	LAMP: PH / 212 120v.-150w.	each	\$ 2.25	\$ 2.25	1	1	0	\$ 2.25			Y
	LAMP: "DXW" GE or Ushio 120v.-1000w. (for Lucht)	each	\$ 19.75	\$ 19.75	1	1	0	\$ 19.75			Y
	LAMP: "EFP" 12v.-100w.	each	\$ 9.25	\$ 9.25	4	4	0	\$ 37.00			Y

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/17/11

LOCATION	DESCRIPTION	UNIT	PREVIOUS		CURRENT RATE	ITEMS COUNTED		CHANGE OF COUNTED ITEMS FY10 to FY11	2011 VALUE	2011 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/N)
			RATE	RATE		FY 10	FY 11					
	(for ChromaPro)											
	LAMP: "ELC" GE 24v.-250w. (for Chromega & Dorst 501) EJL	each	\$ 7.00	\$ 7.00	\$ 7.00	4	4	0	28.00			Y
	LAMP: "ENH" 120v.-250w. (for BC24 - used in pairs)	each	\$ 9.50	\$ 9.50	\$ 9.50	8	8	0	76.00			Y
	LAMP: "ENX" GE 82v; 360w. (For Hope 2500)	each	\$ 8.00	\$ 8.00	\$ 8.00	3	3	0	24.00			Y
	LAMP: "ESJ" 82v.; 85w. (For Opemus 6 Enlarger)	each	\$ 15.69	\$ 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	\$ 8.00	1	1	0	8.00			Y
	LAMP: Sodium Vapor Tube; Code LDS (For Thomas Safelight)	each	\$ 95.00	\$ 95.00	\$ 95.00	1	1	0	95.00			N
	LAMP: PH/140 120v.; 75w.	each	\$ 1.00	\$ 1.00	\$ 1.00	0	1	(1)	1.00			Y
	LAMP: "ERV" 36v.; 340w. (For PrinterMix)	each	\$ 7.00	\$ 7.00	\$ 7.00	4	4	0	28.00			Y
	LAMP: "EJL" 240v.; 200w	each	\$ 6.00	\$ 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	\$ 1.00	5	5	0	5.00			Y
	LAMP: Incandescent light bulbs T 6 1/2 ; 130v.; 25w. #632420E	each	\$ 1.00	\$ 1.00	\$ 1.00	8	8	0	8.00			N
	FLUORESCENT LAMP: 5500K; 4ft.; 40w. F40T12/Natural Lite #90385 (from Western States Industries)	each	\$ 8.55	\$ 8.55	\$ 8.55	1	1	0	8.55			Y
	FLUORESCENT LAMP: F15-T8 Spectra Light	each	\$ 2.00	\$ 2.00	\$ 2.00	1	1	0	2.00			Y
	FLUORESCENT LAMP: 32w F32-T8 SP65	each	\$ 2.00	\$ 2.00	\$ 2.00	3	3	0	6.00			Y
	FLUORESCENT LAMP: 40w	each	\$ 2.00	\$ 2.00	\$ 2.00	4	4	0	8.00			Y

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/17/11

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT RATE	ITEMS COUNTED FY 10	ITEMS COUNTED FY 11	CHANGE OF COUNTED ITEMS FY10 to FY11	2011 VALUE	2011 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/N)
F40 CW Cool White											
	HALOGEN LAMP: 24v.; 150w.	each	\$ 1.00	\$ 1.00	1	2	(1)	2.00			N
	QUARTZLINE LAMP "FFM" 120V- 420W	each	\$ 10.95	\$ 10.95	5	5	0	54.75			Y
	INDICATOR LAMPS 12-7 1/2 S/CR (RED)	each	\$ 1.00	\$ 1.00	10	10	0	10.00			Y
	HALO POWER TRACE halo - 2 L1735MPY	each	\$ 1.00	\$ 1.00	6	6	0	6.00			Y
	EPSON MAINTENANCE TANK	each	\$ 36.00	\$ 36.00	5	4	1	144.00			N
	Webril Handi Pads	each	\$ 20.00	\$ 20.00	12	12	0	240.00			N
	8 foot spill sock	box	\$ 18.00	\$ 18.00	1	1	0	18.00			N
	4 foot spill sock	box	\$ 9.00	\$ 9.00	1	1	0	9.00			N
	Film Leadtabs; C-41 Process Colenta Part #U00106 FLT 1 (10/bag)	each	\$ 0.20	\$ 0.20	75	100	(25)	20.00			Y
	Film Leadtabs; C-41 Process Kreonite FLT 2 (15/bag)	each	\$ 0.24	\$ 0.24	100	152	(52)	36.48			Y
	Roller Transport Clean-Up Material 11"x16" sheet 50/pkg	packagt	\$ 115.00	\$ 115.00	0	0	0	-			Y
	Color Print Viewing Kit	each	\$ 19.50	\$ 19.50	1	1	0	19.50			Y
	Negative Preservers; 35mmx6fx1000 bx RPS# S00610	box	\$ 14.33	\$ 14.33	0.5	0.6	(0)	8.60			N
	Negative Preservers; 120x4fx1000 bx RPS# 00620	box	\$ 14.33	\$ 14.33	2.1	2.1	0	30.09			N
	Negative Preservers; Kraft 4"x5"x500 bx RPS# S00850	box	\$ 29.00	\$ 29.00	4.5	3.0	2	87.00			Y
	Negative Preservers; 135mmx6fx500' Contact Sleeves on Roll; Pro-Lab Picture Pocket #S-135/6-CPT	roll	\$ 50.00	\$ 50.00	4	4	0	200.00			Y
	Negative Preservers; 42 135exp/sht-	pkg	\$ 12.50	\$ 12.50	5	5	0	62.50			N

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/17/11

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT RATE	ITEMS COUNTED FY 10	ITEMS COUNTED FY 11	CHANGE OF FY10 to FY11	2011 VALUE	2011 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/N)
	100/pkg; Picture Pocket #135-CPT 7-row contact sheets							\$ -			
	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 120x4fx100pkg; 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	1.0	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	12	13	(1)	\$ 638.04			N
some in studio	Photo Mat Board: 4'x8'x1/2 Black or White Gatorboard	sheet	\$ 81.90	\$ 81.90	9	9	0	\$ 737.10			Y
	Smooth Finish 16"x20" 100 per box RPS # S 15404	ea	\$ 1.08	\$ 1.08	300	444	(144)	\$ 479.52			N
	Photo Mat Board: 8"x10"x100/box RPS# 15401	ea	\$ 0.50	\$ 0.50	75	69	6	\$ 34.50			N
some in studio	Photo Mat Board; 11"x14"x100/bx RPS# 15402- \$75/ 5boxes	ea	\$ 0.99	\$ 0.99	3,840	3,675	165	\$ 3,638.25			N
some in studio	Photo Mat Board; 20"x24"x50/bx RPS# 15405	ea	\$ 2.16	\$ 2.16	450	325	125	\$ 702.00			N
	Photo Mat Board; 20"x24" 1/8 15/box RPS	ea	\$ 3.17	\$ 3.17	12	10	2	\$ 31.70			N
some in studio	Photo Mat Board; 30"x40"x25/bx; Black RPS# 15406	ea	\$ 7.64	\$ 7.04	20	38	(18)	\$ 267.52			N
	32"x40"x3/16" Black Foam Core Board	ea	\$	\$ 16.95				\$ -			

DALLAS COUNTY
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LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT RATE	ITEMS COUNTED FY 10	ITEMS COUNTED FY 11	CHANGE OF COUNTED ITEMS FY10 to FY11	2011 VALUE	2011 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/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	\$ 88.70	\$ 88.70	16	9	7	\$ 798.30			N
	Photo Print Matte Spray; 19.7oz. Suregard Flat; McDonald's Pro-Tecta- Cote Matte # 941	each	\$ 8.50	\$ 8.50	44	49	(5)	\$ 416.50			N
	Dulling Spray; Krylon 1310/11 Matte Finish	each	\$ 14.00	\$ 14.00	1	1	0	\$ 14.00			N
	Rubber Aprons	each	\$ 16.35	\$ 16.35	3	3	0	\$ 49.05			Y
	Chemical Filters; 4"x 2 1/2" Dia. Cordround Poly; Kreonite #FC5 or Loon Photographic #60-400 (C-41 short filters) PCP-10-4	each	\$ 1.20	\$ 1.20	60	77	(17)	\$ 92.40			N
	Chemical Filters; 3 3/4"x2" Dia. #PCP_10T-37 (C-41 Stabilizer filters) Cordround Poly	each	\$ 1.67	\$ 1.67	40	50	(10)	\$ 83.50			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	4.5	1	\$ 10.80			N
	Cable Release	each	\$ 7.95	\$ 7.95	1	1	0	\$ 7.95			Y
	Wiping Fabric; Anti-Static 3 1/4"x 144"x 211/set; 12 set/cs; Loon Photographic # 1225RC for 3M Master WipeModel 525	set	\$ 6.66	\$ 6.66	0	0	0	\$ -			Y
	Glass Cleaner; Anti-Static; 8oz. Spray	each	\$ 4.50	\$ 4.50	3	3	0	\$ 13.50			N
	PhotoWipes; Premier 13 1/2"x17 5/7"x50shts/bx	each	\$ 0.16	\$ 0.16	0	0	0	\$ -			Y

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/17/11

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT RATE	ITEMS COUNTED FY 10	ITEMS COUNTED FY 11	CHANGE OF COUNTED ITEMS FY10 to FY11	2011 VALUE	2011 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/N)
	KimWipes; EXL #34256 Task Wipes	pkg	\$ 5.65	\$ 5.65	8	5	3	\$ 28.25			N
	Respirator Cartridges; P-100 Series Lab Safety #38232 2 pair per bx	box	\$ 38.00	\$ 38.00	4.0	4.0	0	\$ 152.00			N
	Epson auto cutter Spare Blade	each	\$ 50.00	\$ 50.00	4	4	0	\$ 200.00			N
	Fuji Rinse Filter - FRSS - 10 cartridge	each	\$ 45.00	\$ 45.00	2	1	1	\$ 45.00			N
	Static Killer, Heavy Duty C108; 1gal.	each	\$ 16.00	\$ 16.00	1.0	1.0	0	\$ 16.00			N
	Fuji Frontier SuperConditioning Tablets (100 tab/bot.) F/H# 819 034	bottle	\$ 7.49	\$ 7.49	12	7	5	\$ 52.43			N
	Fuji Frontier Projector Lamps #36V400W Ushio "EVD"	each	\$ 30.00	\$ 30.00	8	1	7	\$ 30.00			N
	Fuji Frontier Circulation Filters #06091053 10 per/pkg	each	\$ 1.20	\$ 1.20	144	70	74	\$ 84.00			N
	Fuji Frontier Backprinter Ribbons #F1025	each	\$ 17.10	\$ 17.10	14	10	4	\$ 171.00			N
	Fuji Frontier Resin Bottle 96oz.	each	\$ 44.10	\$ 44.10	2	0	2	\$ -			N
	Fuji Frontier Reflector #602S0001	each	\$ 134.76	\$ 134.76	3	2	1	\$ 269.52			N
	Fuji Frontier Exposure Section Air Filter #374D890141A	each	\$ 4.25	\$ 4.25	8	7	1	\$ 29.75			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
PROCESSING ROOM	CHEMICAL: Fuji Frontier Replenish Cartridges (2per/bx) CP48-S F/H# 819 843	box	\$ 99.95	\$ 99.95	7.5	11.0	(4)	\$ 1,099.45			N
BACK ROOM	Cartridge : Epson Photo Black Ink #T5441	each	\$ 40.95	\$ 40.95	4	4	0	\$ 163.80	Grant item		N
	Next to breakroom		\$ 40.95	\$ 40.95	4	2	2	\$ 81.90			N
	Cartridge : Epson Cyan Ink #T5442	each	\$ 40.95	\$ 40.95	4	4	0	\$ 163.80			N

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			\$ 40.95	\$ 40.95	7	6	1	\$ 245.70	Grant Item		
	Cartridge : Epson Magenta Ink #T5443	each	\$ 40.95	\$ 40.95	4	4	0	\$ 163.80			N
			\$ 40.95	\$ 40.95	4	2	2	\$ 81.90	Grant Item		
	Cartridge : Epson Yellow Ink #T5444	each	\$ 40.95	\$ 40.95	4	3	1	\$ 122.85			N
			\$ 40.95	\$ 40.95	5	5	0	\$ 204.75	Grant Item		
	Cartridge : Epson Light Cyan Ink #T5445	each	\$ 40.95	\$ 40.95	6	3	3	\$ 122.85			N
	Cartridge : Epson Photo Light Magenta Ink #T5446	each	\$ 40.95	\$ 83.30	5	4	1	\$ 333.20			N
	Cartridge : Epson Photo Light Black Ink #T5447	each	\$ 40.95	\$ 40.95	2	1	1	\$ 40.95			N
			\$ 40.95	\$ 40.95	4	3	1	\$ 122.85	Grant Item		
	Cartridge: Epson Light Cyan Ink #T6065	each	\$ 58.50	\$ 58.50	3	3	0	\$ 175.50			N
	Cartridge: Epson Vivid Magenta Ink #T6063	each	\$ 58.50	\$ 58.50	3	3	0	\$ 175.50			N
	Cartridge: Epson Vivid Light Magenta Ink #T6066	each	\$ 58.50	\$ 74.37	3	4	(1)	\$ 297.48			N
	Cartridge: Epson Yellow Ink #T6064	each	\$ 58.50	\$ 58.50	3	3	0	\$ 175.50			N
	Cartridge: Epson Cyan Ink #T6062	each	\$ 58.50	\$ 58.50	3	3	0	\$ 175.50			N
	Cartridge: Epson Light, Light Black Ink #T6069	each	\$ 58.50	\$ 58.50	3	3	0	\$ 175.50			N
	Cartridge: Epson Light Black Ink #T6067	each	\$ 58.50	\$ 58.50	3	3	0	\$ 175.50			N
	Cartridge: Epson Photo Black Ink #T6061	each	\$ 58.50	\$ 58.50	3	3	0	\$ 175.50			N
	Cartridge: Epson Yellow Ink #T6034	each	\$ 99.00	\$ 99.00	3	2	1	\$ 198.00			N
	Cartridge: Epson Vivid Magenta Ink #T6033	each	\$ 90.75	\$ 90.75	3	2	1	\$ 181.50			N
	Cartridge: Epson Cyan Ink #T6032	each	\$ 90.75	\$ 90.75	3	2	1	\$ 181.50			N
	Cartridge: Epson Light Cyan Ink #T6035	each	\$ 90.75	\$ 90.75	2	1	1	\$ 90.75			N
	Cartridge: Epson Photo Black Ink #T6031	each	\$ 90.75	\$ 90.75	2	2	0	\$ 181.50			N
	Cartridge: Epson Vivid Light Magenta Ink #T6036	each	\$ 90.75	\$ 74.37	2	5	(3)	\$ 371.85			N

DALLAS COUNTY
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INVENTORY COUNT 08/17/11

LOCATION	DESCRIPTION	PREVIOUS RATE		CURRENT RATE		ITEMS COUNTED		CHANGE OF COUNTED ITEMS		2011 VALUE	2011 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/N)
		UNIT	\$	UNIT	\$	FY 10	FY 11	FY 10	FY 11				
	Cartridge: Epson Light, Light Black Ink #T6039	each	\$ 90.75	\$ 90.75	\$ 90.75	2	1	1	1	\$ 90.75			N
	Cartridge: Epson Light Black Ink #T6037	each	\$ 90.75	\$ 90.75	\$ 90.75	2	1	1	1	\$ 90.75			N
	Phaser 6200 color laser printer cartridge	each	\$ 80.00	\$ 80.00	\$ 80.00	13	9	4	4	\$ 720.00			N
	Phaser 6200 Transfer Roller P/N N016-2013-00	each		\$ 54.99	\$ 54.99					-			
	Phaser 6200 Imaging Unit P/N N016-2012-00	each		\$ 329.99	\$ 329.99					-			
	Phaser 6200 Fuser P/N N016-2014-00	each		\$ 244.99	\$ 244.99					-			
	Cartridge: Epson Matte Black Ink #T5448	each	\$ 74.55	\$ 74.55	\$ 74.55	14	14	0	0	\$ 1,043.70			N
			\$ 74.55	\$ 74.55	\$ 74.55	6	5	1	1	\$ 372.75	Grant item		
SUBTOTAL											\$ 31,569.70		

OBSOLETE/UNUSED		34 Grant Quantity		408 Obsolete Qty	
Total Value	\$ 31,569.70				
Inventory Value	\$ (2,628.15)				
Add 10% back for Obsolete Quantity	\$ 28,941.55				
Adjusted Inventory Value to Book	\$ (2,528.62)				excluding Grant Items
	\$ 252.86				
	\$ 26,665.80				
Non Grant/Non Obsolete	\$ 26,402.14				
Add 10% back for Obsolete Quantity	\$ 252.86				
Adjusted Inventory Value to Book	\$ 26,655.00				