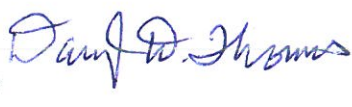




**DALLAS COUNTY
COUNTY AUDITOR**

Memorandum

TO: Honorable Lupe Valdez
Dallas County Sheriff

FROM: Darryl D. Thomas 
Dallas County Auditor

SUBJECT: Digital Imaging (Photo) Lab Inventory – FY 2015

DATE: Issued: October 1, 2015
Released: October 13, 2015

SCOPE

As a part of ongoing reviews of county departments and testing year end financials, we performed a physical inventory on August 20, 2015 of the Dallas County Digital Imaging (Photo) Lab located at 2121 French Settlement for Fiscal Year ended 2015.

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. Product inventory is ordered on an as needed basis. Obsolete or damaged items are not periodically destroyed: 34 obsolete items totaling \$231.90 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 2014 through August 2015) to the General Ledger totaled \$4,233.61 while expenses totaled \$172,275.45. (Spreadsheet attached –exhibit A). Work orders support inter-department charges of \$157,227.51. Net loss totals \$10,814.33 (excluding adjustment for inventory value).
4. The Photographer was promoted to Photographic Print Services Supervisor on July 11, 2015.

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, 2016.
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.

Response: Immediate steps will be taken to remove the 34 obsolete items in inventory. Also, physical inventories will be performed on a quarterly basis going forward. Additionally, all equipment items not be used will be put in surplus or classified as historic in nature.

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.

Response: An Accounts receivable listing will be maintained by the Fiscal Department who processes the invoicing for the Photo Shop. The majority of the invoicing is for Interdepartmental work performed where payment is automatic.

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.

Response: Invoicing will be performed by the Fiscal Department on an ongoing basis for Interdepartmental work performed for eligible departments. Prior to 2015- Qtr. 4 invoicing was not be done by the Photo Shop. A reconciliation of payments received to invoicing will also be performed ongoing.

4. Per item supply costing for non-special orders should be documented.

Response: A process is in place.

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

Response: A process is in place.

6. Fiscal Year 2016 policies should be documented including justification/authorization of work orders and excluding non-county work.

Response: A process is in place.

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.

Response: A reconciliation of the production report to invoicing will be performed on a monthly basis. In addition the invoicing will be tied to an account receivable listing which will be reconciled against payments.

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	2015	Variations 2014 vs 2015
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	\$ 4,233.61	\$ 4,192.14
Billable Charges - Production Report Revenue (Oct - Aug)	\$ 8,640.18	\$ 208.79	\$ 1,666.27	(h)	\$ 351.40	\$ 41.47	\$ 4,233.61	\$ 4,192.14
Total Production Report Revenue	\$ 8,640.18	\$ 208.79	\$ 1,666.27		\$ 351.40	\$ 41.47	\$ 4,233.61	\$ 4,192.14
Inventory value (08/20/15)	\$ 34,485.83	\$ 32,603.39	\$ 28,941.55	\$ 25,858.60	\$ 33,854.01	\$ 33,337.72	\$ 25,580.32	\$ (7,757.40)
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	\$ 14,677.31	\$ (1,175.34)
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	\$ 154,656.20	\$ (77,736.54)
Other Miscellaneous Expenses (120.3126.02160,2170,2640,2720,3095 & 7020)	\$ 4,785.14	\$ 11,687.75	\$ 2,252.78	\$ 35,622.85	\$ 3,759.08	\$ 2,162.22	\$ 2,941.94	\$ 779.72
Total Expense Charge to Photo Lab	\$ 212,657.07	\$ 225,920.97	\$ 183,926.54	\$ 250,857.00	\$ 251,141.46	\$ 250,407.61	\$ 172,275.45	\$ (78,132.16)
Cash Receipts Over/(Under) Total Expenses	\$ (210,158.49)	\$ (224,716.08)	\$ (183,095.41)	\$ (250,360.95)	\$ (250,790.06)	\$ (250,366.14)	\$ (168,041.84)	\$ 82,324.30
Billable Revenue Over/(Under) Total Expenses	\$ (204,016.89)	\$ (225,712.18)	\$ (182,260.27)		\$ (250,790.06)	\$ (250,366.14)	\$ (168,041.84)	\$ 82,324.30
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	\$ 157,227.51	\$ (10,574.42)
Non-Allocated Charges	\$ (22,212.56)	\$ (18,231.48)	\$ 44,515.58	\$ -	\$ (65,017.40)	\$ (82,564.21)	\$ (10,814.33)	\$ 71,749.88

- (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 & 2015
(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
(o) Adjusted inventory value for obsolete items at 10% equals \$25,371.61

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/20/15

Exhibit D

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT (Most Recent Paid) RATE			ITEMS D	ITEMS D	ITEMS D	ITEMS D	CHANGE OF COUNTED ITEMS FY14 to FY15	2015 VALUE	2015 REMARKS	INITIAL	OBSOLETE / UNUSED (Y/N)
				FY 12	FY 13	FY 14									
Front Supply Room	CD-RW Verbatim	each	\$ 0.84	\$ 0.84	50	50	0	50	50	0	\$ 42.00			N	
	CD-R TDK	each	\$ 0.43	\$ 0.43	1,450	360	0	360	62	62	\$ -			N	
	CD-R Imation (100 pack)	each	\$ -	\$ 0.26	0	0	0	200	100	100	\$ 25.69			N	
	CD-R Staples (100 pack)	each	\$ -	\$ 0.16	0	0	0	400	400	(400)	\$ 63.68	item added		N	
	DVD-R TDK	each	\$ 0.28	\$ 0.28	250	30	0	0	0	0	\$ -			N	
	DVD+R Imation	each	\$ 0.39	\$ 0.39	50	400	0	382	300	82	\$ 117.27			N	
	DVD+R DL Sony	each	\$ 0.42	\$ 1.60	0	0	0	3	2	1	\$ 3.20			N	
	5x8 Index Box Snap-n-box	each	\$ 1.58	\$ 1.58	3	1	0	1	1	0	\$ 1.58			N	
	Staples 9X12 Brown Kraft Envelopes (100 per box)	box	\$ 6.41	\$ 6.23	3	0	0	4	4	0	\$ 22.18			N	
	Staples 6X9 Catalog Envelopes (100 per box)	box	\$ -	\$ 14.29	0	0	0	0	1	(1)	\$ 14.29	item added - purchased in prior years		N	
	Office Depot 6X9 Brown Envelopes w/clasp (100/box)	box	\$ -	\$ 14.99	0	0	0	0	3	(3)	\$ 38.67	item added - purchased in prior years		N	
	Staples 10X13 Moisture Seal Envelopes (100/box)	box	\$ -	\$ 8.29	0	0	0	0	5	(5)	\$ 38.63	item added		N	
	Staples 12X15 1/2 Moisture Seal Envelopes (100/box)	box	\$ -	\$ 13.46	0	0	0	0	4	(4)	\$ 59.49	item added		N	
	Address Labels - Dymo	box	\$ 6.75	\$ 6.75	15	10	0	6	6	0	\$ 40.50			N	
	Staples White Inkjet/Laser Mailing Labels	box	\$ -	\$ 11.34	0	0	0	0	1	(1)	\$ 11.34			N	
	3M Magic Tape (3/4 x 2592 in)	rolls	\$ 3.70	\$ 3.70	21	19	0	17	17	0	\$ 62.90			N	
	3M Magic Tape (1 x 2592in)	rolls	\$ 4.50	\$ 4.50	13	10	0	7	4	3	\$ 18.00			N	
	Office Depot - Professional Photo Paper - Semi Gloss 10.5 Mil. 72 lb. - 50 sheets each	packet	\$ 29.99	\$ 29.99	3	1	0	1	1	0	\$ 29.99			N	
	Fillers F/Frontier 58-86 (10 per pack)	each	\$ -	\$ 33.60	0	0	0	102	50	52	\$ 180.00			N	
	Staples - CD/DVD Envelopes (5in x 5in; 50/box)	box	\$ 1.36	\$ 7.99	8	1	0	7	0	7	\$ -			N	
	Maxwell CD/DVD Sleeves (100/box)	box	\$ -	\$ 8.99	0	0	0	0	6	(6)	\$ 53.94	item added		N	
	Office Depot - 1 1/2 inch black - lock rounding view binder	each	\$ 7.53	\$ 7.53	4	3	0	5	4	1	\$ 30.12			N	
	Lexar Platinum II 512MB 80X Speed - Compact Flash	each	\$ 14.90	\$ 14.90	3	2	0	1	1	0	\$ 14.90			N	
	Office Depot - 3.5 inch 2HD Diskettes (10/box)	box	\$ -	\$ -	2	2	0	2	2	0	\$ -			N	
	Staples - 3.5 inch DS/HD Diskettes (25/box)	each	\$ 1.00	\$ 1.00	0	12	0	12	12	0	\$ 12.00			N	
	HP Ink Cartridge - 96 Black	each	\$ 25.53	\$ 25.53	4	4	0	3	3	0	\$ 76.59			N	
	Staples - SIH-R175B 96 Black	each	\$ 18.41	\$ 18.41	0	3	0	3	3	0	\$ 55.23			N	
	Lexmark Linea Print Cartridge (140196A)	each	\$ 88.00	\$ 88.00	2	0	0	0	0	0	\$ -			N	
STUDIO	BATTERY "AA" Rechargeable 1.5v Vania, Rayovac, Milineum or Equal	each	\$ 2.09	\$ 1.84	36	14	0	20	0	20	\$ -			Y	

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/20/15

Exhibit D

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT (Most Recent Paid) RATE	ITEMS COUNTED FY 12	ITEMS COUNTED FY 13	ITEMS COUNTED FY 14	ITEMS COUNTED FY 15	CHANGE OF COUNTED ITEMS FY14 to FY15	2015 VALUE	2015 REMARKS	INITIAL	OBSOLETE/ UNUSED (Y/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	2	2	\$ 192.50			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	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	5	0	\$ 6.30			N
REFRIGERATOR	BATTERY: Varta V 28 PX or Kodak K28L or equal 6v, K528	each	\$ 2.95	\$ 2.95	15	13	13	13	0	\$ 38.35			N
REFRIGERATOR	BATTERY: Energizer EPX27 5.6v	each	\$ 2.99	\$ 2.99	1	1	1	1	0	\$ 2.99			N
REFRIGERATOR	BATTERY: 510v #497 EVEREADY	each	\$ 52.00	\$ 52.00	5	4	5	5	0	\$ 260.00			N
REFRIGERATOR	BATTERY: Panasonic Lithium Battery CR123APA/1B (& Energizer Lithium 123 3.0v) & SANYO	each	\$ 1.85	\$ 1.85	41	40	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	1	0	\$ 65.00			Y
WALK-IN FREEZER IN CHEM MIX ROOM	PAPER: Color LUSTER F/H# 832016 (21s/cs) (5"x610") Type II	roll	\$ 68.07	\$ 69.48	3	5	1	5	(4)	\$ 347.40			N
	Paper: Luster 5" x 575 832306 (21s/cs) Type PD II	roll	\$ 167.70	\$ 167.70	2	2	1	0	1	\$ -			N
	PAPER: Luster 8"x295" 380-666 FUJIFILM (21s/cs) Type PD II	case	\$ 53.76	\$ 53.76	58	47	53	47	6	\$ 2,526.72	received 100 on 3/16/2015		N
	PAPER: Luster 8"x275" 832312 (21s/cs) Type PD II 995-084	case	\$ 128.34	\$ 128.34	1	0	1	1	0	\$ 128.34			N
	PAPER: Color Matte 10"x275" 832029 F/H# 830856 (21s/cs) 831856 Type II	case	\$ 72.80	\$ 72.80	17	18	17	17	0	\$ 1,237.60			N
	PAPER: Glossy 10"x275" 832027 F/H# 831864 (21s/cs) Type II	case	\$ 69.86	\$ 69.86	3	3	3	3	0	\$ 209.58			N
	PAPER: Epson Premium Luster Photo Paper 24 x 100 S042081	roll	\$ 89.99	\$ 89.00	3	3	5	6	(1)	\$ 534.00	received 2 on 3/16/2015		N
	PAPER: Epson Premium Luster Photo Paper 16 x 100 S042079	roll	\$ 67.99	\$ 66.00	3	3	2	5	(3)	\$ 330.00	received 4 on 3/16/2015		N
	PAPER: Epson Premium Luster Photo Paper 44 x 100 S042083	roll	\$ 154.99	\$ 154.99	6	5	9	0	9	\$ -	transferred 4 rolls to Print Shop form #P280 dated 1/28/15		N
	PAPER: Epson Premium Glossy Photo Roll Paper (250) 44" x 100' S041640	roll	\$ 159.60	\$ 159.60	5	5	5	0	5	\$ -	Grant item - transferred 6 rolls to Print Shop		N
ROOM NEXT TO	Paper: 44" x 100" Epson Matte paper	roll	\$ 159.60	\$ 159.60	4	4	4	0	4	\$ -	Grant item - transferred 5 rolls to Print Shop		N

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/20/15

Exhibit D

LOCATION BREAKROOM	#S041597	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT (Most Recent Paid) RATE	ITEMS COUNTED FY 12	ITEMS COUNTED FY 13	ITEMS COUNTED FY 14	ITEMS COUNTED FY 15	CHANGE OF COUNTED ITEMS FY14 to FY15	2015 VALUE	2015 REMARKS	INITIAL	OBSOLETE / UNUSED (Y/N)
		Film: Fujifilm 6 x 575 Glossy Type 1 # 710-110	roll	\$ 93.00	\$ 93.00	3	3	3	3	0	\$ 279.00			N
		Film: Fujifilm 6 x 575 Matte Type 1 # 707-505	roll	\$ 93.00	\$ 93.00	16	16	16	16	0	\$ 1,488.00			N
		LAMP: PH/212 120v.-150w.	each	\$ 2.25	\$ 2.25	0	0	0	0	0	\$ -			Y
		LAMP: MP4 Tungsten Light 20w., T12; Optima 32 (For MP4)	each	\$ 1.00	\$ 1.00	5	5	5	5	0	\$ 5.00			N
		FLUORESCENT LAMP: F15-T8 Spectra Light	each	\$ 2.00	\$ 2.00	1	1	1	0	1	\$ -			N
		FLUORESCENT LAMP: 40w F40 CW Cool White	each	\$ 2.00	\$ 2.00	4	4	0	0	0	\$ -			Y
		INDICATOR LAMPS 12-7 1/2 S/CR (RED)	each	\$ 1.00	\$ 1.00	9	9	0	0	0	\$ -			Y
		HALO POWER TRACE halo - 2 L1735MPY	each	\$ 1.00	\$ 1.00	6	6	0	0	0	\$ -			Y
		Epson Replacement Ink Maintenance Tank #C12C890071; new #C12C890191	each	\$ 36.00	\$ 35.90	2	2	5	3	2	\$ 107.70	Transferred #C12C890071 to Print Shop		N
		Webbii Handi Pads	each	\$ 11.40	\$ 11.40	10	12	11.5	11.5	0	\$ 131.10			N
		8 foot spill sock	box	\$ 18.00	\$ 18.00	1	1	1	1	0	\$ 18.00			N
		4 foot spill sock	box	\$ 9.00	\$ 9.00	1	1	1	1	0	\$ 5.40			N
some in studio		Photo Mat Board: 4'x8'x3/16 Black or White Galorboard	sheet	\$ 96.00	\$ 59.00	11	22	20	22	(2)	\$ 1,296.00			N
some in studio		Photo Mat Board: 4'x8'x1/2 Black or White Galorboard	sheet	\$ 81.90	\$ 81.90	7.5	7.0	7.0	7.0	0	\$ 573.30			N
		Photo Mat Board: Smooth Finish 16"x20" 100/box RPS # S 15404	ea	\$ 1.26	\$ 1.46	418	422	396	556	(160)	\$ 813.43			N
		Photo Mat Board: 8"x10"x100/box RPS# 15401	ea	\$ 0.50	\$ 0.50	97	67	56	11	45	\$ 5.50			N
some in studio		Photo Mat Board, 11"x14"x100/bx RPS# 15402- \$150/10 boxes	ea	\$ 1.50	\$ 1.50	3,543	4,840	3,197	3,070	127	\$ 4,605.00			N
some in studio		Photo Mat Board, 20"x24"x50/bx RPS# 15405	ea	\$ 2.52	\$ 2.25	144	194	179	305	(126)	\$ 686.25			N
		Photo Mat Board, 20"x24" 1/8 15/box RPS	ea	\$ 3.17	\$ 3.17	10	5	4	0	4	\$ -			N
some in studio		Photo Mat Board, 30"x40"x25/bx, Black RPS# 15406	ea	\$ 8.09	\$ 7.36	36	34	34	56	(22)	\$ 412.05	SAPMBTB30 Bainbridge True Black Presentation Board		N
		32"x40"x3/16" Black Foam Core Board	ea	\$ 8.25	\$ 5.04	0	101	14	51	(37)	\$ 257.04	ABF3240 3C, GBFCB3240B; Elmer, Unit Price reflected is the Lower of Cost or Market Rule		N

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/20/15

Exhibit D

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT (Most Recent Paid) RATE				ITEMS D	ITEMS D	ITEMS D	CHANGE OF COUNTED ITEMS FY14 to FY15	2015 VALUE	2015 REMARKS	INITIAL	OBSOLETE / UNUSED (Y/N)
				FY 12	FY 13	FY 14	FY 15								
some in studio	Positionable Mounting Adhesive; 16"x50" roll; 3M 968 PMA 70071152907	roll	\$ 55.00	\$ 55.00	6	4	4	2	2	0	\$ 110.00			N	
some in studio	Positionable Mounting Adhesive; 24"x50" roll; 5568 3M 70070059434	roll	\$ 83.87	\$ 83.87	4	34	30	22	22	8	\$ 1,845.12	36 rolls received March 2013 @\$82 plus \$67.28 for freight, \$83.87 is avg with freight		N	
	Dulling Spray; Krylon 1310/11 Matte Finish	each	\$ 14.00	\$ 14.00	11	11	11	11	11	0	\$ 154.00			N	
	Rubber Aprons	each	\$ 16.35	\$ 16.35	6	5	5	4	4	1	\$ 65.40			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	29	29	0	\$ 101.50			Y	
	Chemical Mixing Gloves	pair	\$ 2.40	\$ 7.99	3.0	3.0	6.0	4.0	4.0	2	\$ 31.96			N	
	Respirator Cartridges; P-100 Series Lab Safety #38232 2 pair per bx	box	\$ 38.00	\$ 38.00	4.0	4.0	4.0	4.0	4.0	0	\$ 152.00			N	
	Epson auto cutter Spare Blade	each	\$ 50.00	\$ 50.00	4	4	4	4	4	0	\$ 200.00			N	
	Fuji Rinse Filler - FRSS - 10 cartridge	each	\$ 49.25	\$ 123.25	1	3	1	5	5	(4)	\$ 616.25	received 4 new items on 7/22/2015; replaced with FHRSS - 11 cartridge Cat #992081		N	
	Fuji Frontier SuperConditioning Tablets (100 lab/bot.) F/H# 819 034	bottle	\$ 7.00	\$ 7.00	24	20	16	12	12	4	\$ 84.00			N	
	Fuji Frontier Projector Lamps #36V400W Ushio "EVD"	each	\$ 30.00	\$ 30.00	1	1	6	3	3	3	\$ 90.00			N	
	Fuji Frontier Circulation Fillers #06091053 10 per/pkg	each	\$ 1.15	\$ 1.15	0	0	0	0	0	0	\$ -	purchased 16 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	6	6	(3)	\$ 102.60			N	
	Fuji Frontier Reflector #602S0001	each	\$ 134.76	\$ 134.76	2	2	1	1	1	0	\$ 134.76			N	
	Fuji Frontier Exposure Section Air Filter #374D890141A	each	\$ 4.25	\$ 4.25	7	6	5	4	4	1	\$ 17.00			N	
PROCESSING ROOM	CHEMICAL - Fuji Frontier Replenish Cartridges (2per/bx) CP48-S replaced with CP48-LR F/H# 819668 replaced with #830900	box	\$ 82.00	\$ 82.00	5	0	0	0	0	0	\$ -			N	
		box	\$ 114.66	\$ 114.66	16	2	0	0	0	0	\$ -			N	
		box	\$ 117.26	\$ 117.26	0	12	8	7	7	1	\$ 820.82	received 5 on 3/16/2015		N	
BACK ROOM	Cartridge - Epson Photo Black Ink #T544100	each	\$ 83.30	\$ 83.30	4	4	4	4	4	4	\$ -	Grant Item - transferred to Print Shop no new items		N	
Next to breakroom	Cartridge - Epson Cyan Ink #T54420	each	\$ 83.30	\$ 83.30	4	4	4	4	4	4	\$ -	transferred to Print Shop		N	
	Cartridge - Epson Magenta Ink #T544300	each	\$ 83.30	\$ 83.30	4	4	4	4	4	4	\$ -	Grant Item - transferred to Print Shop		N	
	Cartridge - Epson Yellow Ink #T544400	each	\$ 83.30	\$ 83.30	3	2	2	2	2	2	\$ -	Grant Item - transferred to Print Shop		N	
	Cartridge - Epson Light Cyan Ink #T544500	each	\$ 83.30	\$ 83.30	2	2	2	2	2	2	\$ -	Grant Item - transferred to Print Shop		N	

DALLAS COUNTY
SHERIFF DEPT. DIGITAL IMAGING LAB
INVENTORY COUNT 08/20/15

Exhibit D

LOCATION	DESCRIPTION	UNIT	PREVIOUS RATE	CURRENT (Most Recent Paid) RATE			ITEMS D	ITEMS D	ITEMS D	ITEMS D	CHANGE OF COUNTED ITEMS FY14 to FY15	2015 VALUE	2015 REMARKS	INITIAL	OBSOLETE / UNUSED (Y/N)
				FY 12	FY 13	FY 14									
Cartridge: Epson Photo Light Magenta Ink #1544600		each	\$ 83.30	\$ 83.30	2	2	1	0	1	1	\$ -	transferred to Print Shop		N	
Cartridge: Epson Photo Light Black Ink #1544700		each	\$ 83.30	\$ 83.30	0	0	0	0	0	0	\$ -	no new items		N	
Cartridge: Epson Light Cyan Ink #T606500		each	\$ 74.37	\$ 74.30	2	2	2	2	0	0	\$ -	Grant item - transferred to Print Shop		N	
Cartridge: Epson Vivid Magenta Ink #T606300		each	\$ 74.37	\$ 74.37	3	3	2	2	0	0	\$ 148.60	two new items on 3/16/2015		N	
Cartridge: Epson Vivid Light Magenta Ink #T606600		each	\$ 74.37	\$ 74.37	4	4	3	3	0	0	\$ 148.74	no new items		N	
Cartridge: Epson Yellow Ink #T606400		each	\$ 74.37	\$ 74.37	3	3	2	2	0	0	\$ 223.11	no new items		N	
Cartridge: Epson Cyan Ink #T606200		each	\$ 74.37	\$ 74.37	3	3	2	2	0	0	\$ 148.74	no new items		N	
Cartridge: Epson Light, Light Black Ink #T606900		each	\$ 74.37	\$ 74.37	3	3	2	2	0	0	\$ 148.74	no new items		N	
Cartridge: Epson Light Black Ink #T606700		each	\$ 74.37	\$ 74.37	2	2	2	1	1	1	\$ 74.37	no new items		N	
Cartridge: Epson Photo Black Ink #T606100		each	\$ 74.37	\$ 74.37	3	2	2	2	0	0	\$ 148.74	no new items		N	
Cartridge: Epson Yellow Ink #T603400		each	\$ 74.30	\$ 74.30	1	2	2	2	0	0	\$ 148.74	no new items		N	
Cartridge: Epson Vivid Magenta Ink #T603300		each	\$ 74.30	\$ 74.30	2	2	2	3	(1)	(1)	\$ 222.90	two new items on 3/16/2015		N	
Cartridge: Epson Cyan Ink #T603200		each	\$ 74.30	\$ 74.30	1	2	2	2	0	0	\$ 148.60	no new items		N	
Cartridge: Epson Light Cyan Ink #T60350		each	\$ 74.37	\$ 74.30	2	1	3	3	0	0	\$ 148.60	no new items		N	
Cartridge: Epson Photo Black Ink #T603100		each	\$ 74.30	\$ 74.30	1	2	2	2	0	0	\$ 222.90	no new items		N	
Cartridge: Epson Vivid Light Magenta Ink #T603600		each	\$ 74.37	\$ 74.30	3	2	3	2	1	1	\$ 148.60	no new items		N	
Cartridge: Epson Light, Light Black Ink #T603900		each	\$ 74.30	\$ 74.30	1	2	1	2	(1)	(1)	\$ 148.60	two new items on 3/16/2015		N	
Cartridge: Epson Light Black Ink #T603700		each	\$ 74.30	\$ 74.30	1	2	3	2	1	1	\$ 148.60	no new items		N	
Phaser 6200 color laser printer cartridge		each	\$ 80.00	\$ 80.00	6	6	6	4	2	2	\$ 320.00			N	
Cartridge: Epson Matte Black Ink #T5448		each	\$ 74.55	\$ 74.55	14	14	14	0	14	14	\$ -	transferred to Print Shop		N	
			\$ 74.55	\$ 74.55	5	5	5	0	5	5	\$ -	Grant item - transferred to Print Shop		N	
SUBTOTAL				6,648.5	7,082.2	5,234.5	5,408.3	(173.8)			\$ 25,580.32				

OBSOLETE/UNUSED

34

\$ 231.90

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

Total Value	\$ 25,580.32
Grant Quantity	\$ -
Inventory Value	\$ 25,580.32
Obsolete Qty	\$ (231.90) excluding Grant items
	\$ 23.19 estimated sales value of obsolete items
	<u>\$ 25,371.61</u>

Rvd :AT 09/23/15