Management Corrective Action Plan- (Auction Internal Controls and Furniture Management)								
Recommendation (Rec)	Rec #	Disagree/ Agree	If an alternative action is planned please describe it here	Department	Responsible Person or Dept	Estimated Completion Date	Actual Completion Date	Verified by Auditor on
Create a opening statement on PublicSurplus.com similar to Amphi Schools stating that TUSD will only accept credit cards. *See slide 6 in the presentation* (OR) Assign personnel in Bldg 1010 to accept cashier checks and provide the buyer with a receipt that authorizes AM to release the asset.	1	Agree	Please state which action TUSD will take for Recommendation #1---TUSD will only accept credit/debit cards, or wire transfers. The additional fee of 3.5% charged by Public Surplus will be passed on to the bidder. Under Public Surplus procedures funds will be distributed to TUSD once per month.	Asset Management	Asset Management	3/15/2018		
Estimate the revenue generated from the forklift fee and determine if a small price increase can be added to all heavy pallets to eliminate the need for the $25 fee.	2	Agree-conditionally	For now we will eliminate the forklift fee. If the concern is the wear and tear on the forklift, we could cover a portion of forklift repair and maintenance out of the auction proceeds. Public Surplus is currently working on the capability for the seller (TUSD) to add an additional premium fee to the bid which would come to us as additional revenue. When that is in place we can readdress the possibility of an add on fee for the fork lift or any other overhead costs we are incurring for the auction.	Asset Management	Asset Management	3/15/2018		
AM should compare what Property Control was asked to pick up vs. what was dropped to the warehouse.	3	Agree	TUSD is Integrating equipment disposal requests into the Hayes TIPWebIT asset management system which will allow disposal deliveries to be verified against the original item disposal request. This will offer transparency for third party reporting on items flowing through the disposal request.	Asset Management/Property Control/IT		6/30/2018 (estimated Hayes TIPWebIT implementation completion)		
TS create a unique marker (ie. Green sticker or marking) to affix to the retired asset, so that AM will know that the hard drive was removed.	4	N/A	 This recommendation will not be able to be addressed until the new Chief Technology Officer assumes duties at TUSD. (AM comment on this---many times TS brings the equipment in to auction already shrink wrapped--so AM would not be able to tell if the items had a marker on them.)	Technology		Unknown		

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Organize the floor into fenced sections: (New assets received, Used assets received, items ready for auction, items sold) to deter the addition or removal of items on auction pallets.	5	Agree-- conditionally	Hayes TIPWebIT offers a warehouse module allowing sections of the warehouse to be divided by asset category (receiving, surplus, for auction, etc.) This allows maintaining physically divided locations that match the asset desginations within the asset management system.	Asset Management	Asset Management & Property Control	6/30/2018 (estimated Hayes TIPWebIT implementation completion)		
Tag or shrink wrap each finished pallet.	6	Agree	To **tag** the auction pallets. Shrink wrapping will not work because the auctions are open to inspection while the bidding is going on; also some bidders come with small vehicles and if we shrink wrap the pallet after the auction has closed it may need to be unwrapped in order for the bidder to load into their vehicle. Recommendation #5 will help control the issue of items being added to or taken from the auction pallet.	Asset Management	Asset Management	3/15/2018		
Require Property Control to take pictures of all useable furniture that is currently in the warehouse.	7	Agree	Property Control has created a shared Office 365 document to hold pictures/item numbers of all available surplus property. The link to this document will be posted on the intranet home page and the document will be updated as items are added and claimed.	Property Control		6/30/2018		
Require Property Control to take pictures of all incoming used furniture that is still useable.	8	Agree	Property Control has created a shared Office 365 document to hold pictures/item numbers of all available surplus property. The link to this document will be posted on the intranet home page and the document will be updated as items are added and claimed.	Property Control		6/30/2018		
Create an online catalog of all used furniture that is available for free.	9	Agree	Property Control has created a shared Office 365 document to hold pictures/item numbers of all available surplus property. The link to this document will be posted on the intranet home page and the document will be updated as items are added and claimed.	Property Control		6/30/2018		
Require office managers, principals, and procurement specialists to review the online catalog before purchasing the new items.	10	Agree	The online catalog will be shared at the mandatory monthly Office Manager meeting and summer STARS training for classified staff. The link to the catalog will be shared in the monthly Leadership Connection with Principals.	Property Control		6/30/2018		

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Create Quarterly or Monthly emails from TS advertising furniture that is available for free in the online catalog.	11	Agree	Property Control has created a shared Office 365 document to hold pictures/item numbers of all available surplus property. The link to this document will be posted on the intranet home page and the document will be updated as items are added and claimed.	Property Control		6/30/2018		