

PERFORMANCE AUDIT REPORT

Inventory of Computer Equipment at Emporia State University

**A Report to the Legislative Post Audit Committee
By the Legislative Division of Post Audit
State of Kansas
November 1984**

PERFORMANCE AUDIT REPORT

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OBTAINING AUDIT INFORMATION

This audit was conducted by four members of the Division's staff: Mary Beth Hammerschmidt, Senior Auditor, and Marilyn Allen, Allan Foster, and Tom Vittitow, Auditors. Assistance was also provided by Ellyn Rullestad and Cynthia Lash of the Division's electronic data processing staff. Ms. Hammerschmidt was the project leader. If you need any additional information about the audit's findings, please contact Ms. Hammerschmidt at the Division's offices.

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INVENTORY OF COMPUTER EQUIPMENT AT EMPORIA STATE UNIVERSITY

Summary of Legislative Post Audit's Findings

What computer equipment is owned, leased, or being lease/purchased by Emporia State University? The auditors inventoried a total of 410 items of computer equipment at Emporia State University and determined that most of this computer equipment is owned or is being purchased by the University. The purchased equipment includes an IBM 4341 central computer system with 95 terminals, 69 microcomputers, computerized library equipment, and a Honeywell energy control system. The historical cost of this equipment is approximately \$975,000. The University also leases or rents a Univac terminal to access KIPPS, a Racal-Milgo terminal to access a Statewide law enforcement network, and a scanner to score computerized test sheets.

What are the University's annual expenditures for operating and maintaining this computer equipment? In fiscal year 1984, Emporia State University spent approximately \$551,500 to purchase, operate, and maintain computer equipment. About \$137,000 of this amount was spent to purchase computer equipment and software. The remaining \$414,500 went to cover the ongoing costs of computer operations. These ongoing costs are as follows:

Salaries and wages	\$231,000
Repairs and services	107,300
Rental fees	39,200
Parts and supplies	37,000

Approximately \$96,500 was spent on maintenance contracts for computer equipment during this time period. (Most of this amount is included in the repairs and services category above.) The University has recently instituted a self-maintenance program which is expected to save \$10,000 in fiscal year 1985.

To what extent does this inventory differ from the information available from the State's centralized records? Although the Division of Information Systems and Communications grants prior approval for equipment acquisitions by the State universities, these institutions are not required to submit inventories of data processing equipment to the Division. Therefore, the only centralized record of the computer equipment owned by Emporia State University is included in the comprehensive inventory of all property owned by the University. This inventory, which does not include computer equipment that is leased or rented, is maintained by the Division of Accounts and Reports. After reconciling their inventory with the Division of Accounts and Reports' inventory, the auditors determined that the Division's inventory was substantially accurate and complete. The auditors found 24 items that were not listed in the central records. In addition, 10 items on the Division's inventory could not be located by the auditors.

INVENTORY OF COMPUTER EQUIPMENT AT EMPORIA STATE UNIVERSITY

At its meeting on August 27, 1984, the Legislative Post Audit Committee directed the Legislative Division of Post Audit to conduct an inventory of the computer equipment owned or leased by a selected State agency. Following discussions with personnel of the Department of Administration's Division of Information Systems and Communications, Emporia State University was selected as the subject agency for this computer inventory. Unlike other State agencies, the State universities are not required to submit inventories of their computer equipment to the Division of Information Systems and Communications for inclusion in the annual data processing plan for the State. However, the universities are required to obtain the Division's approval for most of their equipment acquisitions. The Division is in the preliminary stages of implementing a comprehensive Statewide inventory of data processing equipment and software.

This performance audit addresses three main questions:

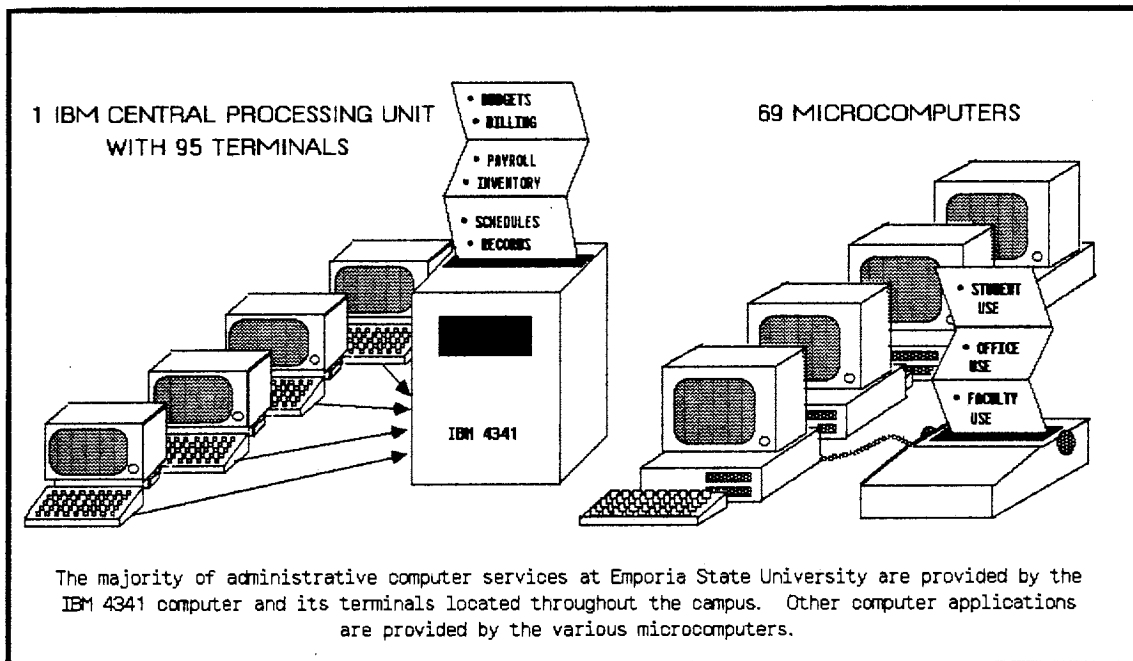
1. What computer equipment is owned, leased, or being lease/purchased by Emporia State University?
2. What are the University's annual expenditures for operating and maintaining this computer equipment?
3. To what extent does this inventory differ from the information available from the State's centralized records?

To answer these questions, the auditors conducted an on-site inventory of the computer equipment owned or leased by Emporia State University as of August 31, 1984. They also reviewed the Department of Administration's Division of Accounts and Reports' property inventory and purchasing records for the University to determine the historical cost of acquiring this computer equipment, as well as the annual cost of operating and maintaining the equipment. During the field work, the Legislative Post Audit Committee requested that the audit scope be expanded to include a more thorough review of maintenance agreements on computer equipment. The results of that review are also contained in this report. Finally, the inventory compiled by the auditors was compared to the Division of Accounts and Reports' fiscal year 1984 property inventory for the University, and to the information on file with the Division of Information Systems and Communications.

What Computer Equipment Is Owned, Leased, or Being Lease/Purchased By Emporia State University?

The auditors inventoried a total of 410 items of computer equipment at Emporia State University. This equipment can be classified into several broad

categories. The University's central computer system consists of an IBM 4341 central processing unit and its related equipment. This central system--together with a variety of stand-alone microcomputers--provides most of the University's computer services. As indicated in the figure below, IBM and ITT Courier computer terminals, which communicate with the IBM central computer, are located throughout the campus. Various types of microcomputers are also used by many University departments. In addition, the University has a Univac computer terminal to communicate with the Department of Administration and computer equipment to access various library-related data bases. Finally, the University has a Honeywell computerized energy management system, and its campus security has a Racal-Milgo system that communicates with a Statewide law enforcement network.



The major computer systems identified by the auditors during their inventory are summarized in the table on page 3. A complete listing of the equipment inventoried at Emporia State University, including the property number, description, acquisition date, cost, location, and serial number for each item, is provided in Appendix A.

The auditors had originally intended to include all computer software purchased, leased, or acquired with hardware in this inventory. However, given the volume, mobility, and relatively low cost of software for microcomputers, it was not feasible to inventory software during this audit. The auditors did determine that the software for the IBM central computer system is leased from IBM. The auditors also examined the Division of Accounts and Reports' property inventory and purchasing records for the University to determine what software has been purchased with capital outlay funds. A list of the leased software for the IBM central computer system and the software purchased with capital outlay funds can be found in Appendix B.

**Most of the Computer Equipment Used By the University
Is Owned By the University**

The auditors determined that most of the computer equipment used by the University is owned or is being purchased by the University. In fiscal year 1984 alone, Emporia State University spent about \$137,000 to purchase computer equipment, information processing equipment, and software. Approximately \$51,000 of this total represents installment payments on the IBM 4341 central processing unit and related equipment. The remaining \$86,000 was spent on computer equipment, microcomputers, word processing equipment, and software. Word processing equipment was not included in this inventory, but expenditures for computer equipment and word processing equipment could not always be readily separated.

The IBM 4341 and its related equipment, originally purchased on an installment-payment basis from IBM, were refinanced through the Municipal Leasing Corporation of McLean, Virginia, during fiscal year 1984. University officials indicated that the acquisition was refinanced to help alleviate cash flow problems. With the refinancing, monthly installment payments decreased from \$6,570 to \$3,575, and the date of the final payment was extended by about three years. As of June 30, 1984, a balance of \$189,457 remained to be paid for this equipment and the financing.

As the table below indicates, the IBM terminals, ITT Courier terminals, microcomputers, library equipment, and Honeywell energy management system

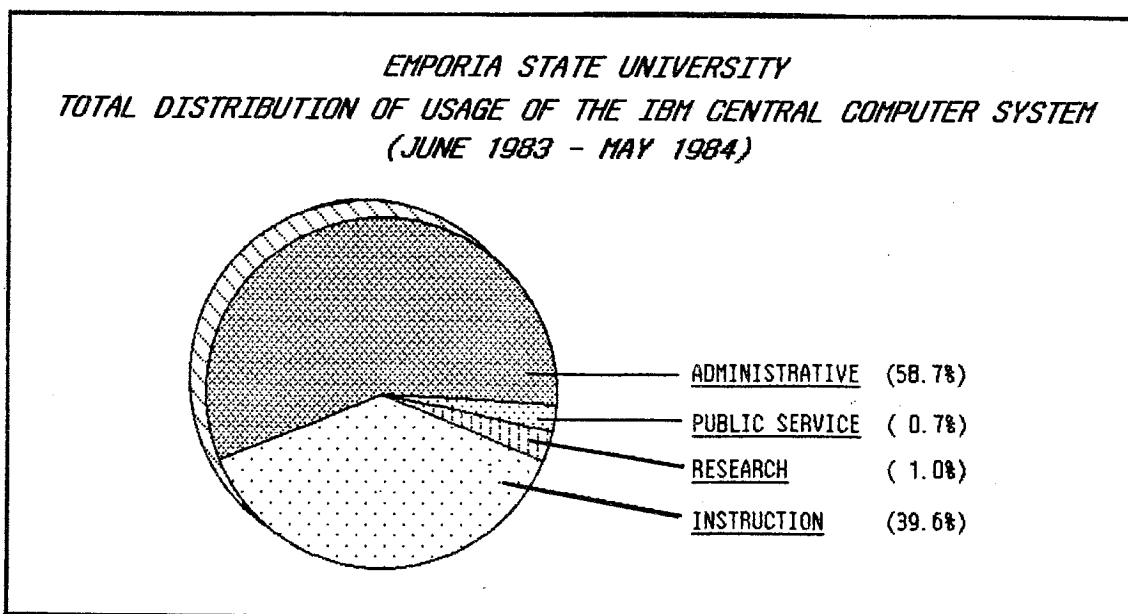
Summary of Computer Equipment at Emporia State University		
<u>Equipment</u>	<u>Status</u>	<u>General Applications</u>
IBM Central Computer		
IBM 4341 Central Processing Unit (1)	Installment Purchase	Administrative services, student services, research, and public service
IBM Terminals (28)	Owned	
ITT Courier Terminals (67)	Owned	
Microcomputers		
Apples (10)	Owned	Administrative services, instruction, and student use
IBM PCs (21)	Owned	
Zeniths (13)	Owned	
Radio Shacks (17)	Owned	
Miscellaneous (8)	Owned	
Library Equipment		
OCLC terminals (3)	Owned	Miscellaneous library applications
TI 745 Data terminal (1)	Owned	
TI 620 Send/Receive Unit (1)	Owned	
Honeywell System		
Honeywell Central Processing Units (2)	Owned	Energy management
Honeywell Processing Control Unit (1)	Owned	
Honeywell Terminals (3)	Owned	
Univac Terminal (1)	Leased	Personnel/payroll, KIPPS
Racal-Milgo System		
Racal-Milgo 4201 Terminal (1)	Rented	Law enforcement network
National Computer Systems Scanner (1)	Rented	Scores computerized answer sheets

have all been purchased by the University. The historical cost of all the purchased computer equipment inventoried at Emporia State University, including installment payments made on the IBM computer system through June 30, 1984, is \$975,886. The historical cost of each item of purchased computer equipment is included in Appendix A.

Total expenditures to rent and lease computer equipment were approximately \$20,000 for fiscal year 1984. As indicated in the table on page 3, the Univac terminal and its related equipment are leased from the Division of Information Systems and Communications. For fiscal year 1984, payments on this equipment were \$3,504. Also, the print chain for an IBM 1403 printer (for the IBM central computer system) was leased from IBM for \$1,575 in fiscal year 1984. The table also indicates that the University rents the Racal-Milgo law enforcement system and a National Computer Systems scanner. Rental payments for these two systems totaled \$14,940 in fiscal year 1984. The cost of renting or leasing each item of equipment for fiscal year 1984 is included in Appendix A.

The University's Computer Equipment Is Primarily Used for Administrative and Student Services

The IBM central computer system provides administrative services such as computerized class scheduling, general fund and departmental accounting, and budget preparation for the University. A complete listing of the administrative applications provided by the IBM central computer system is provided in Appendix C. As the pie chart below indicates, administrative services accounted for 58.7 percent of the central computer service usage for the period from June 1983 through May 1984. Student services, such as classwork and special projects, accounted for 39.6 percent of usage during that period. The remaining 1.7 percent was divided between research and public service activities.



The IBM 4341 central processing unit has four megabytes of memory, and 10 spindles of disk storage provide an additional 1,540 megabytes of memory. In other words, the central processor has the capacity to process four million characters of information, and an additional 1.540 billion characters can be stored on the disks.

As the table on page 3 indicated, the University's microcomputers are for administrative use by departments, for instruction, and for student use. The Univac terminal is used for personnel and payroll applications, and the library equipment allows the University's library to access various library-related data bases. The Honeywell energy management system controls the temperature of the University's buildings, and the Racal-Milgo system communicates with a Statewide law enforcement network. Finally, the University uses the National Computer Systems scanner to score computerized answer sheets.

What Are the University's Annual Expenditures For Operating and Maintaining This Computer Equipment?

According to the Division of Accounts and Reports' year-end expenditure reports, Emporia State University spent approximately \$551,000 to purchase, lease, operate, and maintain computer equipment during fiscal year 1984. The table below summarizes this expenditure information for computer-related object codes, as assigned in the Policy and Procedure Manual issued by the Department of Administration.

<u>Object Code(s)</u>	<u>Expenditure Classification</u>	<u>Amount</u>	<u>Percent of Total</u>
100, 110, 120	Salaries and Wages	\$230,898	41.9%
235, 236	Rental of Equipment	17,587	3.2
237	Rental of Software	21,645	3.9
246, 247	Repairs and Services - Equipment	89,757	16.3
248	Repairs and Services - Software	11,191	2.0
263	Data Processing Services	6,383	1.2
343	Computer Systems Parts	3,077	.5
372	Data Processing Supplies	33,963	6.1
413	Microcomputer Equipment Purchases	42,979	7.8
415, 416	Computer Equipment Purchases	88,554	16.1
418	Software Purchases	5,395	1.0
Total Fiscal Year 1984 Expenditures		<u>\$551,429</u>	<u>100.0%</u>

Although these expenditures are generally for computer-related activities, it should be noted that certain amounts include word processing expenditures. Word processing equipment was not included in this inventory, but some object codes include expenditures that cannot be separated readily for computer equipment and word processing equipment. For instance, object code 247 includes expenditures for repairing and servicing information processing equipment, microcomputer systems, and data communications equipment.

The University's annual cost of maintaining and operating computer equipment and software--including salaries and wages, rental fees, repairs and

services, and parts and supplies--represented over 75 percent of all computer-related expenditures in fiscal year 1984. Although equipment costs are generally one-time costs, these other costs are ongoing. As the table indicates, salaries and wages and repairs and services represent the two most significant categories of expenditures in this area. Expenditures in both categories are discussed in the following sections.

Salaries and Wages for Computer Personnel Represent a Significant Portion of Computer-Related Expenditures

Salaries and wages for computer-related personnel during fiscal year 1984 were \$230,898 and accounted for 41.9 percent of all computer-related expenditures. The table below shows a further breakdown of these expenditures.

<u>Salaries and Wages</u>	<u>Number of Employees</u>	<u>Amount</u>	<u>Percent of Total</u>
Data Processing Center, Computer Personnel	8.5	\$194,217	84.1%
Data Processing Center, Other Personnel	1.0	13,068	5.7
Data Processing Center, Student Employees	6.0	10,164	4.4
Other Departments, Computer Personnel	8.0	<u>13,449</u>	<u>5.8</u>
Total Fiscal Year 1984 Expenditures		<u>\$230,898</u>	<u>100.0%</u>

During fiscal year 1984, the Data Processing Center was staffed by two unclassified employees, seven and one-half classified employees, and six part-time student employees. Other departments of the University employed a total of eight data entry operators, generally on a part-time or seasonal basis.

Maintenance Agreements Account for Most of the University's Expenditures for Repairing and Servicing Computer Equipment

Expenditures for repairing and servicing computer equipment and software (object codes 246, 247, and 248) were \$100,948 in fiscal year 1984, or 18.3 percent of all computer-related expenditures. The major portion of this amount, \$88,173, represents payments on maintenance agreements for computer equipment and software. The remaining \$12,775 was spent on equipment and software repairs and servicing and on maintenance for word processing equipment.

In fiscal year 1984, the University had maintenance agreements for computer equipment and software with IBM, ITT Courier, and Dataphase. Expenditures for these agreements are summarized in the table on the following page.

<u>Vendor</u>	<u>Equipment Covered by Maintenance Agreements</u>	<u>Amount</u>
IBM	IBM 4341, IBM terminals, printers, and other related equipment	\$56,118
IBM	Software	11,191
ITT Courier	ITT Courier terminals and related equipment	20,216
Dataphase	Library equipment	648
Total Fiscal Year 1984 Expenditures		<u><u>\$88,173</u></u>

The University did not appear to make any payments on maintenance agreements for microcomputers during fiscal year 1984. A maintenance agreement on the Honeywell energy management system was in effect for part of the fiscal year, and expenditures for that agreement were about \$8,500. Because these expenditures were recorded under object code 244--repairing and servicing buildings and grounds--this amount is not reflected in the total expenditures for maintenance agreements on computer equipment.

Beginning in fiscal year 1985, the University implemented a self-maintenance program for computer equipment. An electronics technician has been hired and will, when fully trained, maintain the IBM and ITT Courier terminals and printers and the microcomputers. The estimated cost of this program for fiscal year 1985--including salaries, training, and parts--is approximately \$32,000. By canceling about \$42,000 in existing maintenance agreements, University officials anticipate that this program could save the University \$10,000 in fiscal year 1985. At least three other State universities have implemented similar self-maintenance programs.

To What Extent Does This Inventory Differ From the Information Available From the State's Centralized Records?

To promote the centralized management of State computing activities, State law requires the Division of Information Systems and Communications to prepare a comprehensive plan for State data processing activities. As a step in preparing that plan, the Division requires State agencies to submit annual data processing plans, which include inventories of all data processing equipment. However, State law does not specifically require that the computing activities at the State universities be included in the comprehensive State plan, and the Division of Information Systems and Communications does not require the universities to submit an inventory of data processing equipment. Therefore, the only centralized inventory of computer equipment at Emporia State University is the comprehensive property inventory maintained by the Division of Accounts and Reports.

Like all State agencies, Emporia State University is required to submit a physical inventory to the Division of Accounts and Reports of all property belonging to the State as of June 30 each year. Because this inventory includes all property owned by the University, an inventory of computer equipment only is not readily available from the State's central records. Furthermore, only property items owned by the University as of June 30 and purchased with capital outlay funds are included in the annual inventory. Leased or rented items are not included.

The State universities must get prior approval from the Division of Information and Systems and Communications for all computer equipment purchased or leased with a purchase price or annual lease cost of \$2,000 or more. The Division's prior approval is also required for all microcomputer acquisitions, even if the cost is below \$2,000. Through this approval process, the Division is aware of the larger computer equipment leased or intended to be purchased by the universities.

Once it approves equipment acquisitions, however, the Division does not maintain a record of actual purchases made by an agency. Therefore, the Division's equipment approval records cannot be viewed as a record of the computer equipment purchased or leased by any agency, including Emporia State University. A listing of all the acquisition approvals issued by the Division in fiscal years 1983 and 1984 for Emporia State University can be found in Appendix D.

Most of the Equipment Inventoried By the Auditors Was Included in the Division of Accounts and Reports' Property Inventory

The results of the inventory conducted during this audit were compared to the Division of Accounts and Reports' inventory for Emporia State University as of June 30, 1984. The auditors determined that most of the equipment inventoried during this audit was included in the Division's inventory. Because the Division's property inventory includes only equipment owned by the University, the computer equipment leased or rented by the University was not listed on this inventory. As indicated earlier in the report, the University rents or leases a Racal-Milgo law enforcement system, a National Computer Systems scanner, a Univac terminal, and a print chain for an IBM printer.

The auditors found that reconciling the inventory conducted during the audit to the Division's inventory was somewhat difficult due to the lack of property numbers on some of the University's equipment. Items of purchased equipment are all assigned property numbers by the University, but the auditors were not always able to find the numbers affixed to the equipment as required by the Department of Administration's Policy and Procedure Manual, Filing No. 13,001. At least 35 items inventoried by the auditors, mainly printers, terminals, and microcomputers, did not have the assigned property number affixed to the equipment. The purchase dates of these items ranged from December 1977 to August 1984. Although a few of these items were quite new, 30 of the 35 items were purchased before June 30, 1984. With the assistance of University officials, the auditors were eventually able to match the assigned property numbers with the appropriate pieces of equipment.

After accounting for items purchased after June 30, 1984, and items that are leased or rented, the auditors determined that 24 of the 410 items inventoried, or 5.9 percent, were not included in the Division's inventory. These 24 items are summarized in the table on the following page.

As the table indicates, eight of the 24 items are part of the Honeywell energy control system. This system was purchased during fiscal years 1983 and 1984 under object code 243--repairing and servicing machinery and equipment--rather than being purchased with capital outlay funds. Therefore, these items

**Items Not Included on the
University's Inventory Records**

		<u>Cost</u>
Honeywell Energy Control System		\$210,696
Central Processing Units	(2)	
Processing Control Unit	(1)	
Terminals	(3)	
Printers	(2)	
IBM Terminals	(3)	Gifts
Commodore Pet 2001 Personal Computer	(1)	Gift
Apple Iie Microcomputer	(1)	Unknown
Amdek Color 1 Plus Monitor	(1)	Unknown
Apple Disk Drives	(2)	Unknown
IBM Terminal	(1)	Unknown
ITT Courier Controller VTLC	(1)	Unknown
Optical Scanners	(3)	Unknown
LSI-24 Modem	(1)	Unknown
Radio Shack Power Supply	(1)	Unknown
Digital Printer	(1)	Unknown

did not appear on the Division's property inventory. During the audit, officials from both the University and the Division of Accounts and Reports indicated that the energy control system should have been purchased with capital outlay funds. University officials also indicated that they intended to place the system on a future inventory report.

The three IBM terminals and the Commodore personal computer were gifts to the University. Because the University did not purchase these items, they do not appear on the Division's inventory. The auditors could not determine why the remaining 12 items were not on the Division's central inventory. However, it is possible that these items were purchased with funds other than capital outlay funds, or were purchased along with other items of equipment and were not listed separately on the property inventory.

Some of the Computer Equipment Listed on the Division of Accounts and Reports' Inventory Could Not Be Located By the Auditors

Neither the auditors nor University officials could locate 10 items included in the Division's inventory. These 10 items are listed in the table below.

<u>Items on the University's Inventory That Could Not Be Found</u>	<u>Year Purchased</u>	<u>Cost</u>
IBM Keypunch Interpreter	1964	\$3,475
Radio Shack Floppy Disk Systems (2)	1978	998
Radio Shack Expansion Interface	1978	299
Radio Shack TRS-80 Microcomputers (2)	1978	1,976
Floppy Disk Systems (2)	1979	823
Floppy Disk and Controller	1980	475
Radio Shack Modem	1983	119
Total		<u>\$8,165</u>

As the table shows, nine of the 10 items were purchased in 1980 or before. While the auditors could not determine why these items were not located, it is possible that they have been disposed of but not removed from the inventory.

Conclusion

Based on their own count of computer equipment at Emporia State University, the auditors concluded that the annual property inventory prepared by Emporia State University and submitted to the Division of Accounts and Reports provides a substantially accurate and complete record of the computer equipment owned by Emporia State University as of June 30 each year. Because the Division of Information Systems and Communications does not maintain inventories of universities' computer equipment, this annual property inventory is the only centralized State record of that equipment available.

As the only record, however, the annual inventory's completeness and accessibility can be limited. It excludes computer equipment or software that is leased, rented, or purchased with other than capital outlay funds, and it does not separate out computer equipment from all other purchased items. Without complete and readily available information, the Division of Information Systems and Communications cannot have an accurate picture of the computer equipment and software at the universities and is limited in its ability to provide centralized management of the State's computing activities.

Recommendations

1. As part of its continuing effort to manage the State's data processing systems, the Division of Information Systems and Communications should consider the following:
 - a. Using this audit, particularly the inventory of computer equipment provided in Appendix A, as a starting point in determining what information it will want to obtain for the comprehensive Statewide inventory of computer equipment.
 - b. Actively seeking guidance from legislators and other decision makers as to the type of inventory system they would like to see developed and maintained to meet their informational needs.
 - c. Proposing legislation to amend State law to specifically require State universities to submit inventories of their computer equipment to the Division.

d. Requiring all State agencies to provide the Division with a separate listing of computer equipment and software at the same time they submit their annual inventory reports to the Division of Accounts and Reports.

2. To comply with State regulations and to simplify future property inventories, Emporia State University should do the following:

a. Ensure that assigned property numbers are attached to all computer equipment.

b. Ensure that all computer equipment owned by the University is included in the annual property inventory submitted to the Division of Accounts and Reports.

c. Ensure that all computer equipment disposed of is deleted from the annual property inventory.



APPENDIX A
INVENTORY OF COMPUTER EQUIPMENT
EMPORIA STATE UNIVERSITY

<u>PROP NUMBER</u>	<u>DESCRIPTION</u>	<u>PURCH DATE</u>	<u>COST</u>	<u>(b) LOCATION</u>	<u>(c) SERIAL NUMBER</u>
<u>IBM 4341 CENTRAL COMPUTER SYSTEM</u>					
82412	IBM 4341 CENTRAL PROCESSING UNIT (a)	8/81	154,486.14	PH 13	
	IBM TERMINAL MODEL 3278-2A	8/81		PH 13	37325
81946	IBM DISK CONTROLLER MODEL 3880	3/82	26,975.12	PH 13	
77714	IBM 3272 COMMUNICATIONS CONTROLLER	4/79	3,381.00	PH 13	
79012	COURIER 1201 COMMUNICATIONS CONTROLLER	8/79	5,747.00	PH 13	E2-02769
82904	COURIER 2721 COMMUNICATIONS CONTROLLER	5/83	2,841.77	PH 13	E2-02758
	COURIER VTLC CONTROLLER				N3-406
71982	IBM DISK DRIVE MODEL 3340-A2	6/77	16,461.00	PH 13	20477
77896	IBM 3340-B2 DISK DRIVE	5/79	15,134.00	PH 13	33962
82302	IBM 3340-A2 DISK DRIVE	6/82	9,033.00	PH 13	
81066	IBM 3344-B2 DISK DRIVE	3/81	36,688.13	PH 13	
80158	IBM 3344-B2 DISK DRIVE	3/80	1,905.30	PH 13	
	DISK UNIT			PH 13	DK-425
71989	IBM MASTER TAPE DRIVE MODEL 3411	6/77	10,937.44	PH 13	50499
82156	IBM TAPE DRIVE MODEL 3410-2	6/82	6,600.25	PH 13	22298
71984	IBM 3410 TAPE DRIVE	6/77	4,744.00	PH 13	20728
81067	IBM CARD READER MODEL 3505-81	3/81	1,122.01	PH 13	50066
71990	IBM CARD PUNCH MODEL 3525	6/77	10,309.00	PH 13	10799
82547	BASF 53888 DATA MODULE	10/82	1,004.37	PH 13	
82548	BASF 53888 DATA MODULE	10/82	1,004.37	PH 13	
77137	NASHUA DATA MODULE MODEL 4448	2/79	805.67	PH 13	
77138	NASHUA DATA MODULE MODEL 4448	2/79	805.67	PH 13	
77139	NASHUA DATA MODULE MODEL 4448	2/79	805.66	PH 13	
77140	NASHUA DATA MODULE MODEL 4448	2/79	805.66	PH 13	
77141	NASHUA DATA MODULE MODEL 4448	2/79	805.66	PH 13	
83017	IBM DATA MODULE	6/83	550.00	PH 13	HAZ 4612A
83018	IBM DATA MODULE	6/83	550.00	PH 13	DM 24315
79686	COURIER LINE PRINTER MODEL 8742	11/79	4,371.48	PH 102	K3 03500
79688	COURIER LINE PRINTER MODEL 8740	11/79	2,971.48	WL	K2 03784
79021	COURIER LINE PRINTER MODEL 8740	8/79	2,950.00	EB 201	K2 02432
80111	COURIER LINE PRINTER MODEL 8700	3/80	2,950.00	PH 109	K2 01827
79687	COURIER PRINTER INTERFACE MODEL 1442	11/79	421.48	PH REG.	P5 9003
79689	COURIER PRINTER INTERFACE MODEL 1442	11/79	421.48	WL	P5 8826

(Footnote descriptions can be found on page 23.)

<u>PROP NUMBER</u>	<u>DESCRIPTION</u>	<u>PURCH DATE</u>	<u>COST</u>	<u>(b) LOCATION</u>	<u>(c) SERIAL NUMBER</u>
79022	COURIER PRINTER INTERFACE MODEL 1442	8/79	400.00	EB 201	P5 9045
80112	COURIER PRINTER INTERFACE MODEL 1442	3/80	400.00	PH 109	P5 9321
80553	IBM MODEL 2821-02 PRINTER CONTROL UNIT	7/80	21,341.00	PH 13	10816
71983	IBM MODEL 1403 PRINTER	6/77	22,239.20	PH 13	90411
	PRINT CHAIN ON IBM 1403 PRINTER	LEASED	1,560.50/yr.	PH 13	A-3862
81192	IBM MODEL 3287-2 PRINTER	5/81	5,956.62	PH 120	12183
82059	IBM MODEL 3288-2 PRINTER	5/82	3,770.00	SH 243	62745
82152	IBM MODEL 3288-2 PRINTER	5/82	3,770.00	CH 320	60812
80717	IBM MODEL 3286-2 PRINTER	9/80	2,865.00	LA 114	80846
79685	COURIER TERMINAL MODEL 2700	11/79	1,871.48	PH 102	V3W 01819
79674	COURIER TERMINAL MODEL 2700	11/79	1,871.47	PH 217	V3W 01796
79675	COURIER TERMINAL MODEL 2700	11/79	1,871.47	PH 215	V3W 01870
79676	COURIER TERMINAL MODEL 2700	11/79	1,871.47	MRH	V3W 01849
79677	COURIER TERMINAL MODEL 2700	11/79	1,871.47	PH 12	V3W 02042
79678	COURIER TERMINAL MODEL 2700	11/79	1,871.47	SH 243	V3W 02008
79679	COURIER TERMINAL MODEL 2700	11/79	1,871.47	SH	V3W 01918
79680	COURIER TERMINAL MODEL 2700	11/79	1,871.47	PH 109	V3W 01662
79681	COURIER TERMINAL MODEL 2700	11/79	1,871.47	SH 243	V3W 01950
79682	COURIER TERMINAL MODEL 2700	11/79	1,871.47	SH 243	V3W 00672
79683	COURIER TERMINAL MODEL 2700	11/79	1,871.47	PH 102	V3W 01799
79684	COURIER TERMINAL MODEL 2700	11/79	1,871.47	PH 11	V3W 01789
79016	COURIER TERMINAL MODEL 2700	8/79	1,850.00	PH 100	V3 75228
79017	COURIER TERMINAL MODEL 2700	8/79	1,850.00	SH 243	V3 75313
79018	COURIER TERMINAL MODEL 2700	8/79	1,850.00	PH 119	V3 68006
79019	COURIER TERMINAL MODEL 2700	8/79	1,850.00	PH 120	V3 75059
79020	COURIER TERMINAL MODEL 2700	8/79	1,850.00	PH 218	V3 75170
80113	COURIER TERMINAL MODEL 2700	3/80	1,850.00	PH 103	V1W 005396
80114	COURIER TERMINAL MODEL 2700	3/80	1,850.00	PH 13	V1W 005766
80115	COURIER TERMINAL MODEL 2700	3/80	1,850.00	PH 12	V1W 005742
79013	COURIER TERMINAL MODEL 2700	8/79	1,850.00	PH 13	V3 75247
79014	COURIER TERMINAL MODEL 2700	8/79	1,850.00	PH 12	V3 68015
79015	COURIER TERMINAL MODEL 2700	8/79	1,850.00	PH ADMIN	V3 74940
80116	COURIER TERMINAL MODEL 2700	3/80	1,850.00	PH 102	V1W 005394
80117	COURIER TERMINAL MODEL 2700	3/80	1,850.00	PH 108	V1W 005778
80118	COURIER TERMINAL MODEL 2700	3/80	1,850.00	PH 120	V1W 005938
80119	COURIER TERMINAL MODEL 2700	3/80	1,850.00	PH 120	V1W 005729
80190	COURIER TERMINAL MODEL 2700	4/80	1,850.00	PH 11	V1W 005940
82947	COURIER USED TERMINAL MODEL 2700	5/83	400.00	EB EDUC	A2 15477
82948	COURIER USED TERMINAL MODEL 2700	5/83	400.00	EB S. T.	A2 011237
82949	COURIER USED TERMINAL MODEL 2700	5/83	400.00	EB 328	A2 10902
82950	COURIER USED TERMINAL MODEL 2700	5/83	400.00	EB 334	A2 07164
82951	COURIER USED TERMINAL MODEL 2700	5/83	400.00	SH 243	A1 01819

<u>PROP NUMBER</u>	<u>DESCRIPTION</u>	<u>PURCH DATE</u>	<u>COST</u>	<u>(b) LOCATION</u>	<u>(c) SERIAL NUMBER</u>
82952	COURIER USED TERMINAL MODEL 2700	5/83	400.00	SH 141	A2 07153
82953	COURIER USED TERMINAL MODEL 2700	5/83	400.00	MRH	A2 07149
82954	COURIER USED TERMINAL MODEL 2700	5/83	400.00	MRH	A2 18999
82955	COURIER USED TERMINAL MODEL 2700	5/83	400.00	SH 243	A2 19230
82956	COURIER USED TERMINAL MODEL 2700	5/83	400.00	PH 11	A2 07115
82957	COURIER USED TERMINAL MODEL 2700	5/83	400.00	CH 320	A2 05611
82958	COURIER USED TERMINAL MODEL 2700	5/83	400.00	CH 320	A2 07102
82959	COURIER USED TERMINAL MODEL 2700	5/83	400.00	SH 45	A2 07143
82960	COURIER USED TERMINAL MODEL 2700	5/83	400.00	SH 119	A2 25794
82961	COURIER USED TERMINAL MODEL 2700	5/83	400.00	CH 320	A2 11249
82962	COURIER USED TERMINAL MODEL 2700	5/83	400.00	PH 120	A2 05802
82963	COURIER USED TERMINAL MODEL 2700	5/83	400.00	PH 116	A2 05615
82964	COURIER USED TERMINAL MODEL 2700	5/83	400.00	TTC	A1 00474
83092	COURIER USED TERMINAL MODEL 2700	6/83	400.00	PH 117F	A2 05804
82938	COURIER USED TERMINAL MODEL 2700	5/83	395.00	SM	A2 18995
82939	COURIER USED TERMINAL MODEL 2700	5/83	395.00	PH 34	A2 15621
82940	COURIER USED TERMINAL MODEL 2700	5/83	395.00	PH 120	A2 08720
82941	COURIER USED TERMINAL MODEL 2700	5/83	395.00	PH 123	A1 01727
82942	COURIER USED TERMINAL MODEL 2700	5/83	395.00	PE	A2 19225
82943	COURIER USED TERMINAL MODEL 2700	5/83	395.00	EB AC&I	A2 19221
82944	COURIER USED TERMINAL MODEL 2700	5/83	395.00	TO OFFICE	A2 19040
82945	COURIER USED TERMINAL MODEL 2700	5/83	395.00	PH 105	A2 07122
82946	COURIER USED TERMINAL MODEL 2700	5/83	395.00	WL	A2 19449
83479	COURIER TERMINAL MODEL 2700-3	2/84	250.00	WL	A2-18600
83480	COURIER TERMINAL MODEL 2700-3	2/84	250.00	WL	A2-20685
83588	COURIER TERMINAL MODEL 2700	4/84	160.00	TTC	A1 01725
83589	COURIER TERMINAL MODEL 2700	4/84	160.00	TTC	A2 07106
83590	COURIER TERMINAL MODEL 2700-3	4/84	160.00	MRH	A2 07121
83591	COURIER TERMINAL MODEL 2700-3	4/84	160.00	MRH	A2 07136
83592	COURIER TERMINAL MODEL 2700-3	4/84	160.00	MU	C5 43932
83593	COURIER TERMINAL MODEL 2700-3	4/84	160.00	BH 120	A2 18982
83594	COURIER TERMINAL MODEL 2700-3	4/84	160.00	PH 115	A2 26399
83595	COURIER TERMINAL MODEL 2700	4/84	160.00	PH 218	A2 07118
83596	COURIER TERMINAL MODEL 2700-3	4/84	160.00	PH 15	C5 43977
77715	IBM TERMINAL MODEL 3277	4/79	2,820.00	WL	P4700
77716	IBM TERMINAL MODEL 3277	4/79	2,312.00	WL	M8569
80697	IBM TERMINAL MODEL 3277	8/80	2,105.00	CH 320	P0967
80698	IBM TERMINAL MODEL 3277	8/80	2,105.00	CH 320	P0969
80699	IBM TERMINAL MODEL 3277	8/80	2,105.00	CH 320	P0966
80700	IBM TERMINAL MODEL 3277	8/80	2,105.00	CH 320	P0965
80701	IBM TERMINAL MODEL 3277	8/80	2,105.00	WL	P0968
81643	IBM TERMINAL MODEL 3277	9/81	1,630.00	PH 402	76970

<u>PROP NUMBER</u>	<u>DESCRIPTION</u>	<u>PURCH DATE</u>	<u>COST</u>	<u>(b) LOCATION</u>	<u>(c) SERIAL NUMBER</u>
81644	IBM TERMINAL MODEL 3277	9/81	1,630.00	CH 320	76973
82215	IBM TERMINAL MODEL 3277	6/82	1,628.14	SH 20	05173
82213	IBM TERMINAL MODEL 3277	6/82	1,628.13	SH 174	87964
82214	IBM TERMINAL MODEL 3277	6/82	1,628.13	SH 224	87963
80839	IBM TERMINAL MODEL 3277	10/80	1,625.00	PH 18	82227
80840	IBM TERMINAL MODEL 3277	10/80	1,625.00	CH 320	A7577
80841	IBM TERMINAL MODEL 3277	10/80	1,625.00	CH 320	B1848
80842	IBM TERMINAL MODEL 3277	10/80	1,625.00	CH 320	B1740
80843	IBM TERMINAL MODEL 3277	10/80	1,625.00	CH 320	A7575
81188	IBM TERMINAL MODEL 3277	5/81	1,509.63	EB 326	86389
81189	IBM TERMINAL MODEL 3277	5/81	1,509.63	WL 315	B1039
81190	IBM TERMINAL MODEL 3277	5/81	1,509.63	PH 416	L6681
81191	IBM TERMINAL MODEL 3277	5/81	1,509.63	WL	A7128
81185	IBM TERMINAL MODEL 3277	5/81	1,509.62	EB 201	86369
81186	IBM TERMINAL MODEL 3277	5/81	1,509.62	LA 114	83928
81187	IBM TERMINAL MODEL 3277	5/81	1,509.62	MA 201	L6682
	IBM TERMINAL MODEL 3277	3/81	GIFT	CH 320	68247
	IBM TERMINAL MODEL 3277	3/81	GIFT	CH 320	H3601
	IBM TERMINAL MODEL 3277	3/81	GIFT	CH 320	68386
	IBM TERMINAL MODEL 3277			CH 320	57537

MICROCOMPUTERS (Equipment associated with a particular microcomputer is indented under it. Many of these items have no cost listing because their cost is included in the price of the computer.)

APPLE MICROCOMPUTERS

80504	APPLE II MICROCOMPUTER	6/80	1,075.00	BC GR 3	65369
83168	COMPUTER DISK DRIVE	8/83	175.00	BC GR-3	411485
	HITACHI MONITOR MODEL CM1481	6/80		BC GR-3	Y40018735
81918	APPLE MICROCOMPUTER 48K W/ACCESSORIES	2/82	2,895.00	BC GR 4	17890
83029	APPLE II DISK DRIVE	6/83	175.00	BC GR 4	563621
	ZENITH MONITOR	2/82		BC GR-4	
82256	APPLE II PLUS MICROCOMPUTER	6/82	1,373.90	BC OFFICE	A2S2-391241
81123	OKIDATA MICROLINE PRINTER	4/81	539.00	BC OFFICE	38387
82261	NEC MONITOR	6/82	343.20	BC OFFICE	1721410K
	APPLE DISK DRIVE MODEL A2M0003	6/82		BC OFFICE	506387
82404	APPLE II PLUS MICROCOMPUTER 48K+	8/82	2,749.00	WL	
	BMC MONITOR MODEL BM 12AU	8/82		WL	
	APPLE DISK DRIVE MODEL A2M0003	8/82		WL	624722
	APPLE DISK DRIVE MODEL A2M0003	8/82		WL	625259
82885	APPLE 48K MICROCOMPUTER	5/83	2,685.00	BC GR 1	569617
	COMREX MONITOR MODEL CR6500	5/83		BC GR 1	Y2F003731
82259	APPLE FLOPPY DISK DRIVE & CONTROLLER CARD	6/82	515.95	BC GR 1	404281
83651	APPLE IIe MICROCOMPUTER	5/84	1,275.00	SH 224	0221462

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	APPLE IIe DISPLAY	5/84		SH 224	0221462
	APPLE DISK DRIVE MODEL A2M0003	5/84		SH 224	1597893
	APPLE DISK DRIVE MODEL A2M0003	5/84		SH 224	1582949
	APPLE IIe MICROCOMPUTER	2/84		BC OFFICE	D47 OQTN
83508	CHATSWORTH #0M4500 OPTICAL MARK READER	2/84	985.00	BC OFFICE	0AP0222661
	APPLE DISK DRIVE MODEL A2M0003	2/84		BC OFFICE	1693116
	APPLE DISK DRIVE MODEL A2M0003	2/84		BC OFFICE	1693115
	AMDEK MONITOR MODEL COLOR 1 PLUS	2/84		BC OFFICE	831044446
83608	APPLE IIE MICROCOMPUTER MODEL A2S2064	5/84	1,482.00	EB 222	D420PK
	TAXAN MONITOR MODEL RGB	5/84		EB 222	4238
	APPLE DISK DRIVE MODEL A2M0003	5/84		EB 222	1562496
83545	APPLE IIE MICROCOMPUTER MODEL A2S2064	3/84	800.00	EB 328	D420C23
83549	APPLE II IMAGEWRITER A9M0303	3/84	540.00	EB 328	227742
82257	APPLE PLUS MICROCOMPUTER MODEL A2S1048	6/82	1,223.95	BC GR 5	273738
	APPLE DISK DRIVE MODEL A2M0003	6/82		BC GR 5	908200
	COMREX MONITOR MODEL CR6500	6/82		BC GR 5	Y1G004132
83547	APPLE DISK DRIVE MODEL A2M0003	3/84	340.00	EB 237	1562653
83548	APPLE DISK DRIVE MODEL A2M0003	3/84	280.00	EB 237	1375197
83546	APPLE II MONITOR A2M2010	3/84	100.00	EB 237	0239008
	RADIO SHACK POWER SUPPLY MODEL 2785			EB 209	13.8VDC 2.5A
82258	APPLE DISK DRIVE MODEL A2M0003	6/82	515.95	BC OFFICE	117523
82260	HEC COLOR MONITOR	6/82	343.20	BC OFFICE	1721839K
<u>IBM MICROCOMPUTERS</u>					
82378	IBM MICROPROCESSOR #5150	8/82	3,153.08	SH 245	0143533
	AMDEK MONITOR MODEL 300	8/82		SH 245	2141349
82379	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	SH 245	0143544
82374	EPSON MICROPROCESSOR PRINTER	8/82	737.00	SH 245	332673
	AMDEK MONITOR MODEL 300	8/82		SH 245	2141282
82380	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	SH 245	0143517
	AMDEK MONITOR MODEL 300	8/82		SH 245	2141381
82381	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	SH 245	0134743
81124	OKIDATA MICROLINE PRINTER	4/81	539.00	SH 245	38388
	AMDEK MONITOR MODEL 300	8/82		SH 245	2141340
82382	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	SH 245	0133720
82373	EPSON MICROPROCESSOR PRINTER	8/82	737.00	SH 245	358251
82826	PRINCETON GRAPHICS SYS M#HX12RGB	3/83	599.00	SH 245	07412
82383	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	SH 245	0143574
82868	EPSON MX-100 PRINTER	4/83	710.00	SH 245	341239
	AMDEK MONITOR MODEL 300	4/83		SH 245	2141345
82384	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	SH 245	
	AMDEK MONITOR MODEL 300	8/82		SH 245	2141269

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82385	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	SH 245	0143518
	AMDEK MONITOR MODEL 300	8/82		SH 245	2141348
82386	IBM PC 5150 MICROCOMPUTER	8/82	2,863.08	SH 245	0143935
82375	EPSON MICROPROCESSOR PRINTER	8/82	737.00	SH 245	332680
	AMDEK MONITOR MODEL 300	8/82		SH 245	2141277
82387	IBM PC 5150 MICROCOMPUTER	8/82	2,863.07	SH 245	0141645
	AMDEK MONITOR MODEL 300	8/82		SH 245	2141270
82388	IBM PC 5150 MICROCOMPUTER	8/82	2,863.07	SH 245	0148759
	AMDEK MONITOR MODEL 300	8/82		SH 245	2060230
82389	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	SH 245	0143529
	AMDEK MONITOR MODEL 300	8/82		SH 245	2141271
82390	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	CH 320	0143510
82376	EPSON MICROPROCESSOR PRINTER	8/82	737.00	CH 320	341240
	AMDEK MONITOR MODEL 300	8/82		CH 320	2141350
82391	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	CH 320	0143929
	AMDEK MONITOR MODEL 300	8/82		CH 320	2141263
82392	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	CH 320	0143526
	AMDEK MONITOR MODEL 300	8/82		CH 320	2141400
82393	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	CH 320	0143532
	AMDEK MONITOR MODEL 300	8/82		CH 320	2141265
82394	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	CH 320	0143525
	AMDEK MONITOR MODEL 300	8/82		CH 320	2141274
82395	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	CH 511	0149607
82377	EPSON MICROPROCESSOR PRINTER	8/82	737.00	CH 511	332553
	AMDEK MONITOR MODEL 300	8/82		CH 511	2141267
82397	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	WL	
	AMDEK MONITOR MODEL 300	8/82		WL	2143156
82396	IBM PC 5150 MICROCOMPUTER	8/82	2,462.20	BC OFFICE	
	OKIDATA PRINTER MODEL B2AMICR05232	2/83	550.00	BC OFFICE	196826
	AMDEK MONITOR MODEL 300	8/82		BC OFFICE	2141284
76744	IBM 5110 MICROCOMPUTER	12/78	10,667.50	SH 250	22708
81564	IBM PRINTER	8/81	2,795.00	SH 250	
76745	IBM 5110 CHANNEL TERMINATOR	12/78	200.00	SH 250	

RADIO SHACK MICROCOMPUTERS

81356	RADIO SHACK TRS-80 MODEL III MICROCOMPUTER	6/81	2,045.90	WL	0004743
81355	RADIO SHACK TRS-80 MODEL III MICROCOMPUTER	6/81	2,045.90	WL	0003363
81354	RADIO SHACK TRS-80 MODEL III MICROCOMPUTER	6/81	2,045.90	WL	0009810
82566	EPSON MX-100 MATRIX PRINTER ON TRS-80	10/82	759.00	WL	329817
81357	RADIO SHACK EXTERNAL DISK DRIVE	6/81	409.18	WL	2471211
81358	RADIO SHACK EXTERNAL DISK DRIVE	6/81	409.18	WL	2652271
81172	RADIO SHACK TRS-80 MODEL III MICROCOMPUTER	5/81	2,045.90	WL	0006715

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81177	TRS-80 LINE PRINTER MODEL 26-1166 W/CABLE	5/81	983.18	WL	0Y6698
81170	RADIO SHACK TRS-80 MODEL III MICROCOMPUTER	5/81	2,045.90	CH 320	0009486
81178	TRS-80 MODEL III LINE PRINTER W/CABLE	5/81	983.18	CH 320	0Y8324
81175	RADIO SHACK TRS-80 MODEL III MICROCOMPUTER	5/81	2,045.90	CH 320	0006741
81176	RADIO SHACK TRS-80 MODEL III MICROCOMPUTER	5/81	2,045.90	CH 320	0009467
81174	RADIO SHACK TRS-80 MODEL III MICROCOMPUTER	5/81	2,045.90	CH 320	0009501
81173	RADIO SHACK TRS-80 MODEL III MICROCOMPUTER	5/81	2,045.90	CH 320	0013005
81179	TRS-80 LINE PRINTER MODEL 26-1166 W/CABLE	5/81	983.18	EB 345	1A8829
78805	RADIO SHACK TRS-80 MODEL I MICROCOMPUTER	8/79	900.39	EB 345	019016
76093	RADIO SHACK FLOPPY DISK SYSTEM	10/78	499.00	EB 345	
76097	RADIO SHACK EXPANSION INTERFACE	10/78	299.00	EB 345	003731
	TRS-80 DISPLAY MODEL 26-1201			EB 345	
78807	RADIO SHACK TRS-80 MODEL I MICROCOMPUTER	8/79	900.38	SH 35	019080
78820	PRINTER-ROLL FEED 26-1150	8/79	911.39	SH 35	22300
78813	FLOPPY DISK SYSTEM 26-1160 W/CABLES	8/79	411.39	SH 35	113353
81652	#26-1161 TRS-80 MINI-DISK DRIVE FOR MOD 1	9/81	409.18	SH 35	269611
78818	EXPANSION INTERFACE 26-1140	8/79	211.39	SH 35	
78808	RADIO SHACK TRS-80 MODEL I MICROCOMPUTER	8/79	900.38	SH 33	062014
78814	EXPANSION INTERFACE 26-1140	8/79	211.39	SH 33	014328
	TRS-80 MODEL I DISPLAY			SH 33	
78806	RADIO SHACK TRS-80 MODEL I MICROCOMPUTER	8/79	900.39	SH 33	063982
76087	RADIO SHACK TRS-80 MODEL I MICROCOMPUTER	10/78	988.00	EB 345	008303
78809	FLOPPY DISK SYSTEM 26-1160 W/CABLES	8/79	411.39	EB 345	113192
78815	EXPANSION INTERFACE 26-1140	8/79	211.39	EB 345	010006
	TRS-80 DISPLAY MODEL KTR-123S			EB 345	849554083
76085	RADIO SHACK TRS-80 MODEL I MICROCOMPUTER	10/78	988.00	SH 35	008214
78817	EXPANSION INTERFACE 26-1140	8/79	360.39	SH 35	009864
	TRS-80 DISPLAY			SH 35	214345
	RADIO SHACK TRS-80 MODEL I MICROCOMPUTER			EB 328	008226
78819	PRINTER-ROLL FEED 26-1150	8/79	911.39	EB 328	14957
78810	FLOPPY DISK SYSTEM 26-1160 W/CABLES	8/79	411.39	EB 328	113194
78821	FLOPPY DISK SYSTEM 26-1161	8/79	411.39	EB 328	110312
	TRS-80 INTERFACE MODEL 1			EB 328	3537
	TRS-80 DISPLAY			EB 328	
76084	RADIO SHACK TRS-80 MODEL I COMPUTER	10/78	988.00	STORAGE	
76091	RADIO SHACK DISK DRIVE	10/78	499.00	STORAGE	
76094	RADIO SHACK EXPANSION INTERFACE	10/78	299.00	STORAGE	
76089	RADIO SHACK TRS-80 DISK DRIVE	10/78	499.00	EB 334	400005
	TRS-80 INTERFACE MODEL 1			SH 20	3748
	TRS-80 INTERFACE MODEL 1			SH 20	26343
	TRS-80 DISPLAY MODEL 26-1201			EB 334	849254858
	TRS-80 DISPLAY MODEL 26-1201			CH 511	

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	TRS-80 DISPLAY			SH 34	
<u>ZENITH MICROCOMPUTERS</u>					
83618	ZENITH 121 MICROCOMPUTER	5/84	2,544.50	WL	405EF0198
83620	MPI PRINTER FOR ZENITH COMPUTER	5/84	395.00	WL	99-39748
83617	ZENITH 121 MICROCOMPUTER	5/84	2,544.50	WL	405EF0214
83625	ZENITH 121 MICROCOMPUTER	5/84	2,420.00	LA 103	415EF0032
83857	DIABLO PRINTER 630	8/84	1,845.00	LA 103	86226510
	MPI PRINTER MODEL 99G	5/84	395.00	LA 103	99-39876
83624	ZENITH 121 MICROCOMPUTER	5/84	2,420.00	BH 120	416EE0063
83855	DIABLO 630 PRINTER	6/84	1,845.00	BH 120	86226374
	MPI PRINTER MODEL 99	5/84	395.00	BH 120	99-39756
83349	ZENITH 100 MICROCOMPUTER	11/83	1,717.50	SH 174E	J3194072
82154	OKIDATA MICROLINE B2A DOT MATRIX PRINTER	6/82	546.00	SH 174E	80666
	ZENITH DISPLAY	11/83		SH 174E	DE 4014888
83348	ZENITH 100 MICROCOMPUTER	11/83	2,077.50	LA 117	J3213036
83484	ZENITH 99G PRINTER	2/84	150.00	LA 117	99-39278
83347	ZENITH 100 MICROCOMPUTER	11/83	2,077.50	PH 14A	J3216007
83350	ZENITH PRINTER W/PARALLEL INTERFACE	11/83	395.00	PH 14A	99-29984
83619	ZENITH 100 MICROCOMPUTER	5/84	3,200.00	WL 315	J3303129
83654	NEC LETTER QUALITY PRINTER	5/84	1,250.00	WL 315	
83621	MONITOR FOR ZENITH COMPUTER	5/84	82.50	WL 315	
83605	ZENITH 121 MICROCOMPUTER	5/84	2,420.00	PH 422	415EF0494
83854	DIABLO PRINTER 630	8/84	1,845.00	PH 422	86225675
	MPI PRINTER MODEL 99G	5/84	395.00	PH 422	99-39872
83604	ZENITH 121 MICROCOMPUTER	5/84	2,420.00	PH 412	416EE0045
83856	DIABLO PRINTER 630	8/84	1,845.00	PH 412	86219755
	MPI PRINTER MODEL 99G	5/84	395.00	PH 412	99-39798
83623	ZENITH 121 MICROCOMPUTER	5/84	1,950.00	SH 174	415EF0318
83517	BROTHER MR-15 DAISY WHEEL PRINTER	2/84	495.00	SH 174	H31533992
83488	MPI PRINTER MODEL 99G	2/84	245.00	LA 212	99-26252
83710	ZENITH 151 MICROCOMPUTER MODEL	5/84	2048.40	EB I. M.	423D00085C
	ZENITH DISPLAY MODEL ZVM 123AB	5/84		EB I. M.	4871256
81798	ZENITH Z10 MICROCOMPUTER	11/81	760.00	SH 39	J131J011
83628	CDC DOUBLE SIDED DISK DRIVE	5/84	255.00	SH 39	
<u>MISCELLANEOUS MICROCOMPUTERS</u>					
80503	CROMENCO CS-2 SYS TWO DISK COMPUTER W/ACC	6/80	5,083.00	SH 34	20841
	ZENITH DISPLAY	5/80		SH 34	HE WH-19
81532	OKIDATA MICROLINE B2 PRINTER	8/81	525.00	SH 34	39731
83232	CROMENCO SYSTEM COMPUTER M# CS-L	9/83	2,921.00	SH 141D	
83115	CROMENCO 3355B LETTER QUALITY PRINTER	7/83	2,775.00	SH 141D	542021060TB20

<u>PROP NUMBER</u>	<u>DESCRIPTION</u>	<u>PURCH DATE</u>	<u>COST</u>	<u>(b) LOCATION</u>	<u>(c) SERIAL NUMBER</u>
83691	OKIDATA 92 DOT MATRIX PRINTER	6/84	532.50	SH 141D	135321
83233	CROMENCO SINGLE CARD TERMINAL	9/83	342.00	SH 141D	
83234	CROMENCO CKRC KEYBOARD	9/83	342.00	SH 141D	
83235	CROMENCO C-1 CRT MONITOR	9/83	265.00	SH 141D	G3030628335
78444	SORCERER MICROCOMPUTER MODEL DP-1000-1	8/79	839.00	SH 32	12279-916
83374	SHARP MICROCOMPUTER MODEL PC-1500	11/83	742.50	PH 119	31002026
	COMMODORE PET 2001 MICROCOMPUTER		GIFT	SH 29	0013996
81416	TEXAS INSTRUMENTS MICROCOMPUTER MODEL TI745	7/81	1,347.00	LA 117	04746-42888
83246	TEXAS INSTRUMENTS COMPUTER MODEL TI-99/4A	9/83	238.58	BH 206	
(d)	TEXAS INSTRUMENTS 99/4A COMPUTER	11/83	50.92	BC OFFICE	2684332
 <u>UNIVAC</u>					
	SPERRY-UNIVAC UTS-400 CRT	LEASED	3504.07/yr.	PH 117B	
 <u>LIBRARY INFORMATION SYSTEMS</u>					
83542	G. E. TERMINET PRINTER MODEL 310	3/84	4,015.00	WL	
73506	OCLC TERMINAL MODEL 100	12/77	3,700.00	WL	1992
73507	OCLC TERMINAL MODEL 100	12/77	3,700.00	WL	1991
75952	BCR MODEL 105 TERMINAL	10/78	3,700.00	WL	5493
81260	G. E. TERMINET PRINTER MODEL TN1232	6/81	3,562.00	WL	
75795	MI-2 MATRIX PRINTER MODEL 2400	9/78	2,781.00	WL	
70855	T. I. PORTABLE DATA TERMINAL MODEL 745	3/77	1,850.00	WL 322	05033
73496	COMPUTER DEVICES, INC. PRINTER MODEL 1201	12/77	1,710.00	WL 108	78-201358
78879	T. I. MODEL 620 KEYBOARD SEND/RECEIVE UNIT	8/79	1,687.00	WL 108	11494
73495	BEEHIVE INTERNATIONAL TERMINAL	12/77	1,346.00	WL 108	
 <u>HONEYWELL ENERGY MANAGEMENT SYSTEM</u>			210,696.00		
	HONEYWELL DELTA 1000 CENTRAL PROCESSING UNIT	83-84		SM	
	HONEYWELL DELTA 1000 PROCESSING CONTROL UNIT	83-84		SM	
	HONEYWELL S-11 PRINTER	83-84		SM	R22-46477
	HONEYWELL DELTA 1000 TERMINAL	83-84		SM	202080
	HONEYWELL DELTA 1000 TERMINAL	83-84		SM	201932
	HONEYWELL S-31 PRINTER	83-84		SM	R23-27702
	HONEYWELL DATAMANAGER CENTRAL PROCESSING UNIT	83-84		SM	
	HONEYWELL DATAMANAGER TERMINAL	83-84		SM	BTRM-726A-001
 <u>RACAL-MILGO</u>			3,288.00/yr.		
	RACAL MILGO 4201 CRT	RENTED		TO OFFICE	4410-3184201
	RACAL MILGO KEYBOARD	RENTED		TO OFFICE	FD-01365
	RACAL MILGO PRINTER	RENTED		TO OFFICE	GD-01392

<u>PROP NUMBER</u>	<u>DESCRIPTION</u>	<u>PURCH DATE</u>	<u>COST</u>	<u>(b) LOCATION</u>	<u>(c) SERIAL NUMBER</u>
<u>MISCELLANEOUS COMPUTER EQUIPMENT</u>					
36265	IBM ALPHA ACCOUNTING MACHINE MODEL 407	9/66	7,555.00	PH 11	
36607	IBM ACCOUNTING MACHINE MODEL 403	9/66	4,890.00	PH 11	
74438	IBM ALPHABETIC INTERPRETER MODEL 557	4/78	4,291.00	PH 12	15321
36263	IBM CARD SORTING MACHINE MODEL 083	9/66	2,375.00	PH 12	21641
75722	IBM CARD PUNCH MODEL 029	9/78	1,950.00	SH 241	
36264	IBM COLLATOR MODEL 085	9/66	1,900.00	PH 11	
36266	IBM REPRODUCING PUNCH MACHINE MODEL 514	9/66	1,812.00	PH 11	
36262	IBM CARD PUNCH MODEL 26	9/66	1,366.00	PH 11	69168K3
36267	IBM ALPHA INTERPRETER MACHINE	9/66	1,250.00	PH 11	
71991	IBM KEYPUNCH MACHINE MODEL 029	6/77	1,190.00	PH 11	39842
71992	IBM KEYPUNCH MACHINE MODEL 029	6/77	1,190.00	PH 11	57930
71993	IBM KEYPUNCH MACHINE MODEL 029	6/77	1,190.00	PH 11	46259
71994	IBM KEYPUNCH MACHINE MODEL 029	6/77	1,190.00	WL	
74608	IBM CARD PUNCH MODEL 029 M4/37	5/78	902.00	PH 11	K1101
74609	IBM CARD PUNCH MODEL 029 M4/37	5/78	902.00	PH 11	K5233
74610	IBM CARD PUNCH MODEL 029 M4/37	5/78	902.00	PH 15	
74645	IBM VERIFIER MODEL 059	5/78	890.00	PH 15	C0487
74606	IBM CARD PUNCH MODEL 029	5/78	888.00	PH 15	K5254
74607	IBM CARD PUNCH MODEL 029	5/78	888.00	PH 15	L1602
74611	IBM VERIFIER MODEL 059	5/78	880.00	PH 15	C1848
36260	IBM CARD PUNCH MODEL 26	9/66	868.00	PH 15	16566
74605	IBM CARD PUNCH MODEL 029	5/78	596.00	PH 115	G4686
74436	IBM CARD PUNCH MODEL 029	4/78	518.00	PH 11	H2401
74437	IBM BADGE PUNCH MODEL 13	4/78	476.00	WL 130	91688
81401	VENTEL MODEM MODEL MD 202-2	7/81	350.00	CH 511	8348
79148	VIDEO MONITOR MODEL 100	9/79	144.00	SH 34	801173
	RADIO SHACK 278S POWER SUPPLY			EB 209	
	OPTICAL CHARACTER READER			WL	0197059
	OPTICAL CHARACTER READER			WL	0197061
	OPTICAL CHARACTER READER			WL	0197060
	LSI-24 MODEM			WL	00014153
	DIGITAL LA-36 PRINTER			SH	WFF-3320
	NCS 7003 SCANNER	RENTED	11,652.00/yr.	PH 15	3107
<u>INSTALLED EQUIPMENT</u>					
83736	CROMEMCO PROCESSOR BOARD/RANDOM ACCESS MEMORY	7/84	2,202.70	SH	
78857	ORION MODEL 901 MICROCOMPUTER	8/79	1,213.00	SH	
83224	IBM PC ENHANCEMENT UPDATE BOARD	9/83	610.00	BC	
80783	SELECTRIC INTERFACE-PARALLEL DATA TRANSM.	9/80	546.00	PH	
81647	16FDC CRO-33200-0 DISK CONTROLLER CARD	9/81	534.75	SH	

<u>PROP NUMBER</u>	<u>DESCRIPTION</u>	<u>PURCH DATE</u>	<u>COST</u>	<u>(b) LOCATION</u>	<u>(c) SERIAL NUMBER</u>
81648	FDD-T CRO 10501-2 DISK DRIVE	9/81	534.75	SH	
81592	ROCKWELL MICROCOMPUTER AIM-65 W/4K MEMORY	9/81	473.92	CH	
80932	IBM 3250 DEVICE ADAPTER	11/80	417.60	PH	
80933	IBM 3250 DEVICE ADAPTER	11/80	417.60	PH	
81378	IBM DEVICE ADAPTER MODEL 3250	6/81	417.60	PH	
81379	IBM DEVICE ADAPTER MODEL 3250	6/81	417.60	PH	
81380	IBM DEVICE ADAPTER MODEL 3250	6/81	417.60	PH	
81381	IBM DEVICE ADAPTER MODEL 3250	6/81	417.60	PH	
82631	LONDON 48 TRACK/" 2 SIDED DISK DRIVE	11/82	325.00	SH	
80844	MICROMODERN 100 DATA COMMUNICATIONS UNIT	10/80	316.00	SH	
83515	DVNG B227D MEMORY CARD 64K (IBM UPDATE)	11/83	267.75		
81646	TU-ART CRO-34010-A INPUT/OUTPUT INTERFACE CARD	9/81	266.75	SH	
83318	TANDON 100-2 DISK DRIVE	10/83	250.00	SH	
83464	FULL SIZE 32/ DOUBLE SIDED DISK DRIVE	1/84	239.00	BC	
75798	SERIAL INTERFACE CONNECTOR - CABLE FOR PRINTER	9/78	189.00	SH	
81649	PRE CRO-34070-A PRINTER INTERFACE CARD	9/81	177.75	SH	
81120	16 K RAM KIT INSTALLED	4/81	119.95		
83489	18K MEMORY MODULE UPDATE FOR SHARP MICRO.	2/84	110.00	PH 119	
73123	ANALOG TO DIGITAL CONVERTER	2/78	99.00	SH	
73172	PROM BOARD FOR MICROCOMPUTER	6/78	95.00	SH	
81651	#26-1145 RS-232-C SERIAL INTEGRATER BOARD M1	9/81	81.19	SH	
73173	BK BASIC-MAG NEW CASSETTE TAPE FOR MICRO	6/78	75.00	SH	

ON LOAN TO KSU

82930	COURIER COAXIAL LINE EXTENDER	5/83	750.00		62249
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OUT FOR REPAIR

81171	RADIO SHACK TRS-80 MICROCOMPUTER MODEL III	5/81	2,045.90		
83223	TRS IMPACT PRINTER MODEL 26-1254	9/83	638.00		

- (a) For the IBM 4341 and related equipment, the cost represents installment payments through June 30, 1984.
- (b) The location is represented by a building code followed by a room number, when available. The key for the building codes is:

BC	Butcher Children's School	PE	Physical Education Building
BH	Beech Music Hall	PH	Plumb Hall
CH	Cremer Hall	SH	Science Hall
EB	Education and Psychology Building	SM	Stormont Maintenance Center
LA	Liberal Arts and Sciences	TO	Traffic Office
MA	Humanities Building	TTC	Twin Towers Complex
MRH	Morse Residence Hall	WL	William Allen White Library
MU	Memorial Union		

- (c) Serial numbers are listed whenever they were available and identified.
- (d) Purchased under object code 372-data processing supplies.



APPENDIX B

Leased and Purchased Software

	<u>Cost (a)</u>
Leased Software for IBM Central Computer	
CICS/DOS/VS, 5746-XX3	\$ 449/mo.
VSE/ICCF, 5746-TS1	96/mo.
DL/I DOS/VS, 5746-XX1	340/mo.
DOS/VS RPG-II, 5746-RG1	119/mo.
DOS/VS COBOL, 5746-CB1	133/mo.
DOS FORTRAN IV, 5746-LM3	32/mo.
DOS/VS Sort/Merge Version, 5746-SM2	85/mo.
VSE/Ditto, 5746-UTE	30/mo.
VSE/Power, 5746-XE3	51/mo.
VSE/VSAM, 5746-AM2	55/mo.
BTAM-ES for DOS/VSE, 5746-RC5	32/mo.
VSE/IPCS, 5746-SA1	28/mo.
VSE/Advanced Functions, 5746-XE8	179/mo.
IPF, 5748-MS1	37/mo.
Total	<u>\$1,666/mo.</u>
Purchased Software (b)	
Feature A5746-72403	\$ 330.00
CCA Data Management System	109.95
Shazam Version 4.0 Computer Program	300.00
Scriptsit Disk	99.95
Inventory Control Disk	99.95
Edit Assembler Disk	99.95
NID6992 Spelltronics	66.57
Profile III Plus Data Base Management	159.20
CA/EARL Software Package (IBM Central Computer)	11,317.50
Pascal Compiler Software	260.00
Condor 20-3 Software	217.00
Profit and Loss Software	100.45
VisiCalc (2)	429.20
Overdue Writer Program	110.00
Personal Bill System	255.00
Caiware Authoring System	222.00
Bookends Software Package	126.20
Bookworm Apple Disk	103.95
Bank Street Writer	100.70
Mastery Management Diskette	400.00
Pascal MT-86	262.50
Speed Programming Pack 86	132.50
PC-Logo Language Disk	204.95
SuperCalc	50.00
Word Star (2)	150.00

Purchased Software (continued) (b)	<u>Cost (a)</u>
Private Tutor	52.50
Multiplan	214.50
Library Mate	89.95
Brain Triggers	149.45
VisiFile	156.70
PFS: File for IBM PC	85.00
PFS: Report for IBM PC	79.00
PFS: Graph for IBM PC	85.00
Sensible Speller	112.50
MicroStat	200.00
Zen Lotus 1-2-3	396.00
Mail Merge MP 4638	112.00
IBM PC Software Package	102.50
Whatsit Corp: Survival Math	53.17
Computer Math/Everyday	103.17
Computer Instruction	79.12
Regress II	150.00
Anova Statistics Program	<u>150.00</u>
Total	<u><u>\$18,078.08</u></u>

- (a) Monthly cost of leased software as of June 1, 1984.
- (b) Includes software purchased with capital outlay funds as of June 30, 1984.

APPENDIX C

Administrative Computing Applications

General Services

- Affirmative Action Reports
- Budget Forecasting
- Budget Position Control
- Budget Preparation
- Computer Services Billings System
- Departmental Expenditure Accounting
- Facilities Inventory (Space)
- General Fund Expenditure Accounting
- General Fund Ledger
- Key System
- National Direct Student Loan System
- Payroll/Personnel
- Residence Hall Accounting
- Residence Hall Assignment
- Stores Inventory
- Student Career Placement System
- Tuition and Fee Accounting

Student Services

- Computerized Class Scheduling
- Course Catalog
- Financial Aid Information
- On-Line Fee Assessment
- Pre-enrollment System
- Student Records Information System
- Student Transcript Full Detail Records
- Student Transcript Master Records
- Timetable of Course Offerings

Library Services

- Circulation Control
- Educational Media Services

Other Services

- Alumni Records
- Bookstore Inventory and Operations
- Cooperative Purchasing
- Foundation and Gift Records



APPENDIX D

Division of Information Systems and Communications'
 Approvals for Equipment Acquisitions by Emporia State University
 June 28, 1983 through June 30, 1984

Department Name	Description and Number	Status	Annual Cost
School of Business	Microcomputers	(2) Purchase	\$ 7,590
Physical Science	Microcomputer	(1) Purchase	3,790
Data Processing Center	Microcomputer	(1) Purchase	3,790
Fine Arts	TI Microcomputer	(1) Purchase	100
Data Processing Center	Upgrade IBM 4341	(1) Installments	17,000
Library	OCLC Printers	(2) Purchase	4,425
Library and Information Management	Zenith Microcomputers	(3) Purchase	16,900
Education-Psychology	Apple Microcomputer	(1) Purchase	2,240
Chemistry	Apple Microcomputer	(1) Purchase	1,793
University Reading Lab	Apple Microcomputer	(1) Purchase	1,500
Registrar/Business Office	IBM Printers	(4) Purchase	19,000
English Languages	Zenith Microcomputer	(1) Purchase	2,420
Social Sciences	Zenith Microcomputer	(1) Purchase	2,420
Fine Arts	Zenith Microcomputer	(1) Purchase	2,420
Liberal Arts and Science	Zenith Microcomputer	(1) Purchase	2,420
Biology	Zenith Microcomputer	(1) Purchase	1,950
Butcher Children's School	Apple Microcomputer	(1) Purchase	1,745
Education-Psychology	Apple Microcomputers	(17) Purchase	37,840
Math and Physical Science	IBM PCs	(4) Purchase	12,800
Chemistry	Apple Microcomputers	(2) Purchase	2,550
Business	IBM PCs	(15) Purchase	47,000
Writing Lab	Zenith Microcomputer	(1) Purchase	2,420
Instructional Media/TV	Zenith Microcomputer	(1) Purchase	2,040

APPENDIX E
Agency Responses

STATE OF KANSAS



DEPARTMENT OF ADMINISTRATION
Office of the Secretary

JOHN CARLIN,
Governor
MARVIN A. HARDER,
Secretary of Administration

November 6, 1984

Room 263-E
State Capitol Building
Topeka, Kansas 66612
(913) 296-3011

Meredith Williams
Legislative Post Auditor
Legislative Division of
Post Audit
109 West 9th, Suite 301
Mills Building
BUILDING MAIL

Dear Meredith:

Thank you for the draft copy of the performance audit on computer equipment at Emporia State University. It is informative and will be helpful to Dr. Getter.

I have no amendments to offer.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Harder".

Marvin A. Harder
Secretary of Administration

MAH:mkr

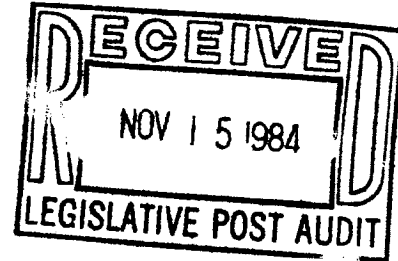
EMPORIA STATE UNIVERSITY

1200 COMMERCIAL / EMPORIA, KANSAS 66801 / TELEPHONE 316-343-1200



November 14, 1984

Mr. Meredith Williams
Legislative Post Auditor
Legislative Division of Post Audit
109 West 9th, Suite 301
Mills Building
Topeka, KS 66612



Dear Mr. Williams:

Your letter of November 5, 1984, transmitting the draft copy of your audit of the Inventory of Computer Equipment at Emporia State University has been referred to me for a response. My comments on the draft will be limited to pages 9, 10 and 11, which appear to contain the most pertinent information about the audit.

Shown below is a listing of the "Items Not Included on the University's Inventory Records" together with appropriate comments about the items:

<u>Item</u>	<u>Comments</u>
Honeywell Energy Control System	We are in the process of putting it on inventory.
IBM Terminals (3)	These are gifts which are being put on the inventory.
Commodore Personal Computer	A gift which has no present value and will be scrapped.
Apple Microcomputer and related equipment	Paid for after 6-30-84. Now decaled and on inventory.
IBM Terminal (1)	Gift. Will be put on inventory.
ITT Courier Controller (1)	Has never been billed by DISC or paid for. Will go on inventory at that point.
Optical Scanners (3) & Modem (1)	Will be put on inventory.

Mr. Williams
Page 2
November 14, 1984

<u>Item</u>	<u>Comments</u>
Radio Shack Power Supply (1)	Paid for after 6-30-84. Will be put on inventory as a part of another item.
Digital Printer (1)	This item was left with us when we traded our Barber Colman equipment on the Honeywell Control System. Will be put on inventory.

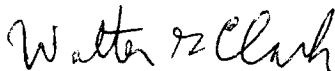
The "Items on the University's Inventory That Could Not Be Found" have been used for parts and scrapped. They will be removed from inventory by processing appropriate Forms DA-110.

In the first paragraph on page 10 under "Conclusion", you indicated that Emporia State University submitted a fairly accurate inventory of computer equipment. Taking into consideration our comments about the items in question, perhaps another word could be used to replace fairly.

In the "Recommendations" section, you indicate some additional steps to be taken at both the state and university level. We have no problem with any of the recommendations.

Let me know if you have questions.

Sincerely,



Walter G. Clark
Business Manager

ls

cc: President Glennen
Dr. Edwards
John Blaufuss