

SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0271-MBE

ITEM TO TRADE IN: (The required information can be found on the TERMS database if applicable)

Description of Item: Copy Machine Property Number: 89478 *D2*

Serial Number: M9285200648 Model: MP6000

Acquisition Date: 05/22/08 Current Value: \$ 7,806.00

Allowance for trade-in (Provided by vendor): Pick Up

Reason for trade-in: Parts (no longer available): Current condition (item unusable)

Repair (not cost effective) Other: Copyfax discontinued maintenance contract

ITEM TO BE PURCHASED:

Description of Item: Copy Machine Model: Ricoh MP6054SP

Vendor: Copyfax Cost: \$6,112.00

Method of Payment: District Funds - Budget Line: 0100.5100.0641.0271.1526 & 1527

OR Internal Accounts - Activity Account Name/Number: _____

Alice Piskator
Report Prepared By (Type Name)

Alice Piskator
Principal/District Administrator's Signature

01/30/2017
Date

Email to
Principal/District Administrator

Submit to
Property Control