

# SCHOOL BOARD OF CLAY COUNTY

## TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0352-LES

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

Description of Item: Duplicator w/Doc Feeder Property Number: 13000566

Serial Number: D222ZB00012 Model: DD4450

Acquisition Date: 5-09-2013 Current Value: \$3921.00

Allowance for trade-in (Provided by vendor): \_\_\_\_\_

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

Repair (not cost effective)  Other: Expiration of free maintenance contract

### ITEM TO BE PURCHASED:

Description of Item: Ricoh Duplicator Model: DD4450

Vendor: CopyFax Cost: \$3921.00

Method of Payment:  District Funds - Budget Line: 0100.5100.0641.0352.1526

OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Dawn Wolfe  
Report Prepared By (Type Name)

Jeff Schriver  
Principal/District Administrator's Signature

Jul 12, 2016  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

**SCHOOL BOARD OF CLAY COUNTY  
TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0551-FIH

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

Description of Item: GOLF CART: CLUB CAR Property Number: 80708

Serial Number: AA0124027024 Model: \_\_\_\_\_

Acquisition Date: 06/10/2004 Current Value: \$1500.00

Allowance for trade-in (Provided by vendor): ~~\$300.00~~ \$ 600.00

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

Repair (not cost effective) \_\_\_\_\_ Other: \_\_\_\_\_

**ITEM TO BE PURCHASED:**

Description of Item: 2012 Club Car (6 seater) Model: Club Car Golf Cart

Vendor: Golf Car Services Cost: \$ 6500.00

Method of Payment: \_\_\_\_\_ District Funds - Budget Line: \_\_\_\_\_

OR  Internal Accounts - Activity Account Name/Number: PARKING Permits/5133

Thomas Pittman  
Report Prepared By (Type Name)

  
Principal/District Administrator's Signature

7/13/16  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control