

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0521

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

Description of Item: Copier Ricoh Property Number: 00091854

Serial Number: K9365902170 Model: J8455 AFICIO 3035

Acquisition Date: 1/9/07 Current Value: \$ 5275.00

Allowance for trade-in (Provided by vendor): Ø

Reason for trade-in:      Parts (no longer available): X Current condition (item unusable)  
     Repair (not cost effective)      Other:                                     

**ITEM TO BE PURCHASED:**

Description of Item: Ricoh Model: Leased new Ricoh from Copy Fox

Vendor:                                      Cost: \$ Lease

Method of Payment:      District Funds - Budget Line:                                     

OR      Internal Accounts - Activity Account Name/Number:                                     

Report Prepared By (Type Name)                                     

  
Principal/District Administrator's Signature

10/27/16  
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: 0341-CHS

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

Description of Item: Software: L-Ilex Illustrator Extreme (Pulse) Property Number: 13000422

Serial Number: NG4402 Model: NA

Acquisition Date: 01/31/2013 Current Value: \$3,500.00

Allowance for trade-in (Provided by vendor): \$9,200.00

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

Repair (not cost effective) ☒ Other: Newest version of the software

### **ITEM TO BE PURCHASED:**

Description of Item: Software - Wilcom E3 Advanced Model: na

Vendor: Balboa Threadworks Embroidery Cost: \$2,799.00

Method of Payment: District Funds - Budget Line: 5300 (CTE Funds)

OR Internal Accounts - Activity Account Name/Number:

Josh Freeman

Report Prepared By (Type Name)

Principal/District Administrator's Signature

Oct 27, 2016

Date

Email to  
Principal/District Administrator

Submit to  
Property Control