



# SCHOOL BOARD OF CLAY COUNTY

## TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9040/IT/TTC

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

Description of Item: Copier Digital RICOH-AFICIO F2022 Property Number: 00082161 **DZ**

Serial Number: J83459011117 Model: AFICIO-F2022

Acquisition Date: 04142005 Current Value: \$ \$1,367.00

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

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

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

**ITEM TO BE PURCHASED:**

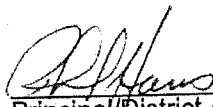
Description of Item: Copier Model: RICOH MPC4503

Vendor: COPYFAX Cost: \$ \$5,752.00

Method of Payment:  District Funds - Budget Line: 3926.7408.0641.9041.3156

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

Phil Hans  
Report Prepared By (Type Name)

  
Principal/District Administrator's Signature

\_\_\_\_\_ Date

Email to  
Principal/District Administrator

Submit to  
Property Control