

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0311-KHH

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

Description of Item: Copier: Color w/cabinet/finisher-Ricoh Property Number: 89022 *P2*

Serial Number: L3675102501 Model: MPC2500

Acquisition Date: 06/28/2007 Current Value: \$ 6814.00

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: Ditigal w/finsher/punch-ricoh Model: MP6503SP

Vendor: Ricoh USA C/O Copyfax Cost: \$8224.00

Method of Payment: District Funds - Budget Line: 0100.5100.0641.0311.1526 *.1527*

OR Internal Accounts - Activity Account Name/Number: _____ **0600
-1630*

Brian Cox
Report Prepared By (Type Name)

Henry
Principal/District Administrator's Signature

12/19/16
Date

Email to
Principal/District Administrator

Submit to
Property Control

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

Description of Item: Copier: Ditigal w/finisher/punch-Ricoh Property Number: 94200 ^{D2}

Serial Number: M9385300546 Model: RMP7000

Acquisition Date: 07/24/2008 Current Value: \$ 10203.00

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: Ditigal w/finisher/punch-ricoh Model: MP6503SP

Vendor: Ricoh USA C/O Copyfax Cost: \$ 8224.00

Method of Payment: District Funds - Budget Line: 0100. 5100. 0641. 0311 - ¹⁵²⁶
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₁₆₃₀

OR Internal Accounts - Activity Account Name/Number: _____

Brian Cox
Report Prepared By (Type Name)

Alenty
Principal/District Administrator's Signature

12/19/16
Date

Email to
Principal/District Administrator

Submit to
Property Control

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

Description of Item: Copier: Ditigal w/finisher/punch-Ricoh Property Number: 96805 *P2*

Serial Number: M9385400132 Model: RMP7000

Acquisition Date: 09/25/2008 Current Value: \$ 10203.00

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: Ditigal w/finisher/punch-ricoh Model: MP6002SP

Vendor: Ricoh USA C/O Copyfax Cost: \$ 8224.00

Method of Payment: District Funds - Budget Line: 0100.5100.0641.0311.1526

OR Internal Accounts - Activity Account Name/Number: _____

Brian Cox
Report Prepared By (Type Name)

Alberdy
Principal/District Administrator's Signature

12/19/14
Date

Email to
Principal/District Administrator

Submit to
Property Control