

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0252-OPH

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

Description of Item: Golf Cart Property Number: 61272 02

Serial Number: aa0318281892 Model: Club Car

Acquisition Date: 01/04/96 Current Value: \$1000

Allowance for trade-in (Provided by vendor): \$300

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

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

**ITEM TO BE PURCHASED:**

Description of Item: Golf Cart Model: Club Car 48v Precedent

Vendor: Golf Car Services Cost: \$4250.00

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

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

Anthony Bradley  
Report Prepared By (Type Name)

  
Principal/District Administrator's Signature

8/18/16  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

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

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VIA: Property Control Coordinator

COST CENTER: 0252-OPH

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

Description of Item: Golf Cart Property Number: 61274 *DL*

Serial Number: 1094920 Model: EZ-GO

Acquisition Date: 04/10/96 Current Value: \$1707.48

Allowance for trade-in (Provided by vendor): \$300

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

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

**ITEM TO BE PURCHASED:**

Description of Item: Golf Cart Model: Club Car 48v Precedent

Vendor: Golf Car Services Cost: \$4250.00

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

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

Anthony Bradley  
Report Prepared By (Type Name)

  
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COST CENTER: 0252-OPH

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

Description of Item: Cart Golf Property Number: 93825 *DR*

Serial Number: a9827-671073 Model: E-Z Go

Acquisition Date: ~~5/22/98~~ 05/22/2008 (24) Current Value: \$2200

Allowance for trade-in (Provided by vendor): \$300

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

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

**ITEM TO BE PURCHASED:**

Description of Item: Golf Cart Model: Club Car 48v Precedent

Vendor: Golf Car Services Cost: \$4250.00

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

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

Anthony Bradley  
Report Prepared By (Type Name)

  
Principal/District Administrator's Signature

8/18/16  
Date

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# SCHOOL BOARD OF CLAY COUNTY

## TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0501-TE5

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

Description of Item: Africa 220 Ricoh copier Property Number: 67204 *02*

Serial Number: 2411400235 Model: Africa Ricoh 220

Acquisition Date: 4/26/2001 Current Value: \$ 10,442.00

Allowance for trade-in (Provided by vendor): Three year service plan

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

Repair (not cost effective)  Other: (Copiers picked up by CopyFax on 5/6/2016)

**ITEM TO BE PURCHASED:**

Description of Item: Ricoh DD4450 Duplicator Model: Ricoh DD4450

Vendor: CopyFax, Inc. Cost: \$ 3921.00

Method of Payment:  District Funds - Budget Line: 0100.5100.0541.0501.1526

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

Pamela L. White  
Report Prepared By (Type Name)

*Laura Fogarty*  
Principal/District Administrator's Signature

8-11-16  
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: 0501-TES

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

Description of Item: Digital Minolta D13510 Property Number: 83040

Serial Number: 31744547 Model: D13510

Acquisition Date: 6/23/2005 Current Value: \$ 4,437.00

Allowance for trade-in (Provided by vendor): Three year service plan

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

Repair (not cost effective)  Other: (Copiers picked up by CopyFax on 5/6/2016)

**ITEM TO BE PURCHASED:**

Description of Item: Ricoh DD4450 Duplicator Model: Ricoh DD4450

Vendor: CopyFax, Inc. Cost: \$ 3921.00

Method of Payment:  District Funds - Budget Line: 0100.5100.0541.0501.1526

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

Pamela L. White  
Report Prepared By (Type Name)

*Pamela White*  
Principal/District Administrator's Signature

8-11-16  
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: 0501-TES

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

Description of Item: Digital Minolta D13510 Property Number: 83042 *pv*

Serial Number: 31744548 Model: D13510

Acquisition Date: 6/23/2005 Current Value: \$4,437.00

Allowance for trade-in (Provided by vendor): Three year service plan

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

Repair (not cost effective)  Other: (Copiers picked up by CopyFax on 5/6/2016)

**ITEM TO BE PURCHASED:**

Description of Item: Ricoh DD4450 Duplicator Model: Ricoh DD4450

Vendor: CopyFax, Inc. Cost: \$3921.00

Method of Payment:  District Funds - Budget Line: 0100.5100.0541.0501.1526

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

Pamela L. White  
Report Prepared By (Type Name)

*Laura J. [Signature]*  
Principal/District Administrator's Signature

8-11-16  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

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TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0511-MRE

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

Description of Item: High volume copy machine Property Number: 88688 DZ

Serial Number: N1670800019 Model: DX4542

Acquisition Date: 10/11/2007 Current Value: \$ 3318<sup>00</sup>

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

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

Repair (not cost effective)  Other: Company will no longer carry contract.

**ITEM TO BE PURCHASED:**

Description of Item: High volume copy machine Model: DD4450

Vendor: Copyfax Cost: \$3921.00

Method of Payment:  District Funds - Budget Line: 0100,5100,0641,0511,1526 and 1527

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

Leara Clance  
Report Prepared By (Type Name)

[Signature]  
Principal/District Administrator's Signature

8-18-16  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control