

Clay High School
2025 Hwy 16 W
Green Cove Springs, Fl 32043
Peter J. McCabe, Principal

To: Clay County School Board Members

From: Cary Dicks, Vice Principal/Property Manager

Date: November 5, 2012

Via: Robert Johnson, Coordinator of Property

We are leasing a copier and would like to trade-in the old one. The information on the machine is as follows:

Copier to be traded-in:

Model: Xerox 4118
CCSB #: 10001392
Serial #: YHR 704673
Current Value: \$985.60
Purchase order AAA10112
Reason for trade: We are in need of fax machine as well as copier, the Maintenance is less on All in One machine than the present copy machine we own.

Copier to be leased:

Model: Xerox WC 3550
Vender: Xerox
Address: Jacksonville Fl 32207
48 month Lease Agreement: \$25 per month/ Estimated
Method of payment: Internal Accounts



Fleming Island High School

2233 Village Square Parkway
Fleming Island, FL 32003
Phone:(904) 541-2100
Fax: (904) 541-2110

Thomas E. Pittman
Principal

Teresa Hankel
Vice Principal

John Chappell
Assistant Principal

Greg Henderson
Assistant Principal

Becky Murphy
Assistant Principal

Memo

TO: Mr. Robert Johnson, Property Director Clay County Schools

FROM: Thomas E. Pittman, Principal, Fleming Island High School 

DATE: November 27, 2012

RE: Copier for Survey -- CCSD #88648

Mr. Johnson please receive this request as an item to be surveyed and a trade-in. Please survey asset CCSD # 88648 Copier, Serial number J7150300053 Digital Multifunction, Lanier Worldwide Inc. The cost of this asset was \$7,750.00, acquired 4-12-07. The functionality of the copier is close to extinction.

The replacement asset is a RICOH copier Pro-909EX with finisher SR 5000. The cost of the new copier is \$8,900.00, and RICOH is the vendor for this asset. The method of payment is through Purchase Order #13003877. Thank you.