

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9005-ESE

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

Description of Item: Aficio copier: digital w/auto document feeder Property Number: 00088056

Serial Number: K8556000884 Model: RICOH R3025

Acquisition Date: Jan. 26, 2006 Current Value: \$5235.00

Allowance for trade-in (Provided by vendor): First 10,000 prints @ \$.0079 = \$79.00

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

Repair (not cost effective) Other: _____

ITEM TO BE PURCHASED:

Description of Item: RICOH MP2553 SP Copier w/stapler Model: RICOH MP2553

Vendor: Richo USA c/o Copyfax V0900009013 Cost: \$2516.00

Method of Payment: District Funds - Budget Line: 0100-6300-0641-9005-1900

OR Internal Accounts - Activity Account Name/Number: _____

Debbie Green
Report Prepared By (Type Name)

Jerry D Roth
Principal/District Administrator's Signature

Dec 01, 2014
Date

Email to
Principal/District Administrator

Submit to
Property Control