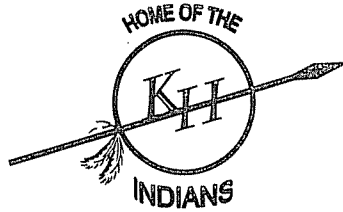


KEYSTONE HEIGHTS JR./SR. HIGH SCHOOL

"An Equal Opportunity Employer"

DR. SUSAN H. SAILOR
PRINCIPAL

ROY S. SHEWCHUK
ASST. PRINCIPAL



JANIE K. PHILLIPS
VICE-PRINCIPAL

JUSTIN L. WILLIAMS
ASST. PRINCIPAL

June 10, 2008

To Whom It May Concern;

Keystone Heights Jr/Sr High School is in the process of ordering from CopyFax a new copier for our school. We would like to trade in one of our old copiers to CopyFax for the first 100,00 copies. The copier to be traded is as follows: Sharp, AR651, CCSB #78502 located in our teachers work room.

Please let me know if you have any questions or need more information.

Sincerely,

A handwritten signature in cursive script that reads 'Susan Sailor'.

Susan Sailor, Principal
Keystone Heights Jr/Sr High School

LAKESIDE JUNIOR HIGH SCHOOL

Accredited

Southern Association of Colleges and Schools

2750 Moody Avenue * Orange Park, Florida 32073 * (904) 213-2980 * Fax (904) 213-2987

Randall G. Oliver
Principal

Catherine Richardson
Vice-Principal 213-2980

John W. Green, Jr.
Assistant Principal 213-2982

Lloyd Patterson
Activities Director 213-2980

To: Clay County School Board Members

From: Lloyd Patterson, A/D – Lakeside Jr. High

Date: May 30, 2008

Via: Chris Lee, Coordinator of Property

We are purchasing a copier for the P.E. / Athletics and would like to trade-in the old one.
The information on the machines is as followed:

Copier To Be Traded-In

Model : Ricoh Ft 3813

CCSB: 71602

Acquisition Date: 01/25/ 2001

Acquisition Cost: \$ 2275.00

Reason For Trade-In: Age of Copier and unavailability of parts

Allowance For Trade-In: First year service and 10,000 Copies

Copier To Be Purchased

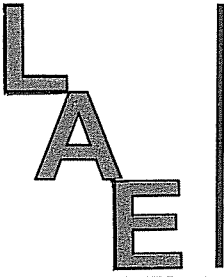
Model: RicohMP161 Digital Copier

Vendor: Copyfax

Method Of Payment: Purchase Order

Cost: \$ 992.00

Lloyd C. Patterson
Athletic Director
Lakeside Junior High School
ph: 904/213-2980 x2330



Lake Asbury Elementary School

2901 Sandridge Road
Green Cove Springs, Florida 32043

Main Office: 291-5440 • Guidance: 291-5442 • Clinic: 291-5445 • Cafeteria: 291-5443

Fax Number: 291-5444



Laura Fogarty
ASSISTANT PRINCIPAL

Jackie Cory
PRINCIPAL

Ryan Widdowson
ASSISTANT PRINCIPAL

June 11, 2008

Christopher Lee, Coordinator Property Control
Clay County School Board
900 Walnut Street
Green Cove Springs, FL 32043

Mr. Lee,

Lake Asbury Elementary will be purchasing 2 new copy machines for the teacher workroom and would like to trade in the old one. Information on machines as follows:

Old machine to be traded in:

Ricoh JP3000 Digital Duplicator: Serial #F4530800025, ID J6729 CCSB # 82009

Purchased July 2004

Cost: \$5590.00

Reason for trade in: Upgraded machines, free maintenance first 3 years.

New copiers that will be purchased:

Ricoh DX4542 Priport Duplicator (proposal attached)

Vendor: Copyfax

Method of payment: Purchase order, Project #1529

Cost: \$3318.00 per machine

Your consideration of our request is greatly appreciated.

Sincerely,

Jackie Cory
Principal





David L. Owens
Superintendent of Schools

School District of Clay County
**Department of Maintenance &
Operations**

905 W. Center Street
Green Cove Springs, FL 32043

Telephones

904/284-6522 (GCS) 904/272-8141 (OP)
1-888-663-2529 (KH)
FAX 904/284-6582 TDD 904/284-6584

BOARD MEMBERS

Carol Vallencourt
District 1
Carol Studdard
District 2
Charles Van Zant, Jr.
District 3
Wayne Bolla
District 4
Lisa Graham
District 5

TO: Christopher Lee
Coordinator of Property Control

FROM: Tom Smith
Director of Maintenance & Operations

DATE: June 2, 2008

Subject: Trade-in request

We are in the process of purchasing a new copier and would like to trade in the old one:

Model: Ricoh Aficio 700
CCSB Number: 00071806
Acquisition date: 6/15/2000
Acquisition cost: 12,728.00
Reason for Trade-in: Can no longer get a service contract due to its age
Allowance for Trade-in: 20,000 free copies

Item to be purchased:
Model: Ricoh Aficio MP 5000B copier
CCSB Property #: 95663
Acquisition date: 5/29/08
Acquisition cost: \$6,596.00

J9182