

# Ridgeview Elementary School

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David Nix  
Principal

*"Committed to Excellence"*

Sara Burge  
Assistant Principal

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TO: PHILIP HANS  
FROM: DAVID NIX  
DATE: JUNE 26, 2006  
RE: DUPLICATOR - TRADE-IN

We have purchased a new duplicator and would like to trade in the old one.  
Information on both machines is as follows:

Duplicator to be traded in:

RICOH PRIPORT JP 3000 - J5616 CCSB# 78058 SN#F0920100246  
ACQUISITION DATE: JULY, 2002  
ACQUISITION COST: \$3,895.00  
ALLOWANCE FOR TRADE IN - \$400  
REASON FOR TRADE IN: Maintenance costs too high, age of machine, in  
constant need of repair

Duplicator to be purchased:

RICOH PRIPORT JP4500 - J-8008 CCSB#89423 SN#F4560300027  
VENDOR - COPYFAX  
METHOD OF PAYMENT: CCSB PO# 89632  
COST: \$5,055.00

The company agreed to let us keep the old machine and use it until it quit  
running since we had a small supply of ink and masters on hand. They will  
pick it up when we notify them to do so.