

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0541-ROE

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

Description of Item: Ricoh Duplicator Property Number: 76838

Serial Number: F4530800024 Model: JP4500

Acquisition Date: 12/17/2004 Current Value: \$7251.00

Allowance for trade-in (Provided by vendor): 3 Yrs. Free Maintenance on New Duplicator

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 Duplicator Model: DD4450

Vendor: CopyFax Cost: \$3921.00

Method of Payment: District Funds - Budget Line: 0100.5100.0641.0541.1522/23

OR Internal Accounts - Activity Account Name/Number: _____

E. Weeks/A. Reed
Report Prepared By (Type Name)


Principal/District Administrator's Signature

Apr 23, 2013
Date

Email to
Principal/District Administrator

Submit to
Property Control