

# S. Bryan Jennings Elementary School

215 Corona Drive - Orange Park, FL 32073  
Phone: (904) 213-3021      www.clay.k12.fl.us/sbj

Fax: (904) 213-3014

Dr. Michael Henry  
Principal

Mrs. Tiffany Outman  
Assistant Principal

TO: Robert Johnson  
Coordinator of Property Control

FROM: Michael Henry *MH*  
Principal

RE: Trade In of Copier

S. Bryan Jennings Elementary is requesting permission to trade-in the following item:

Description: Ricoh Priport JP3000 Copier  
CCSB #: 67648  
Serial #: F09020100239  
Cost: \$3,895.00 at purchase  
Date Purchased: 9-12-02  
Trade-in Free 3-Year Maintenance and unlimited copies on copier to  
be leased  
Reason: Parts no longer available

Item to be leased:

Description: Ricoh DX4545 Duplicator  
Vendor: Copyfax  
Cost: Lease for \$76.28 per month  
Payment: County Purchase Order

Thank you for your assistance.

sam