

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9008-ACE

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

Description of Item: Copier: Color W/Multi Tray Finisher Property Number: 00087826  
p2, 1017114 2009  
Serial Number: K596070045 Model: Aficio 3260C  
Acquisition Date: 10/12/2006 Current Value: \$18,509.00

Allowance for trade-in (Provided by vendor): \_\_\_\_\_

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

Repair (not cost effective)     Other: No maintenance agreement allowed.

**ITEM TO BE PURCHASED:**

Description of Item: Ricoh Color Copier, Stapler-Finisher, Model: MPC6502, SR 4090, 3260

Vendor: Ricoh USA, INC. /c/o Copyfax Cost: \$13714.00

Method of Payment:  District Funds - Budget Line: 0100.6300.0641.9002.0000&0100.6300.0641.9008.144

OR \_\_\_\_\_ Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Carmela Middleton  
Report Prepared By (Type Name)

  
Principal/District Administrator's Signature

Oct 09, 2014  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control