

# ORANGE PARK JUNIOR HIGH SCHOOL

*Home of the Wildcats*

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**Paul Schlichtman**  
Vice Principal

**Joyce Orsi**  
Principal

**Janice Tucker**  
Assistant Principal

**TO: ROBERT JOHNSON**

**FROM: PAUL SCHLICHTMAN**

**DATE: September 21, 2010**

**RE: Request for Permission to Trade-In Property # 00070000**

## **Trade-In Item:**

**Description of Item: DUPLICATOR**

**Property Numbers: 00070000**

**Serial Numbers: 3760070023**

**Acquisition Cost: \$12,860.00**

**Acquisition Date: 09/27/01**

**Allowance of Trade-In: 3 YEAR MAINTENANCE AGREEMENT ON NEW DUPLICATOR**

**Reason for Trade-In: Cost of continued maintenance and quality of print on old machine and can not get a service agreement**

## **To Be Purchased:**

**Description of Item: RICOH DX 4545 DUPLICATOR**

**Vendor: Copy Fax**

**Cost of New Equipment: Duplicator - \$3314.00 (STATE OF FL. CONTACT #**

**Method of Payment: COUNTY FUNDS 600-340-06-1**

**PURCHASE ORDER NUMBER 11002736**