



*Colette Wyant, Principal*

*Renee' Pleasant, Asst. Principal*

# Grove Park Elementary School

Where Great Minds Come To Grow!

1643 Miller Street

Orange Park, Florida 32073

Main Office: 278-2010 Fax Number: 278-2015

[www.clay.k12.fl.us/gpe](http://www.clay.k12.fl.us/gpe)

To: Phil Hans, Coordinator of Property Control

From: Renee' Pleasant, Assistant Principal

Re: Trade In of Copier

Grove Park Elementary needs to trade-in the following item:

Description: RICOH Copier FT3713

CCSB #: 73290

Serial Number: A741

Cost: \$1699.00

Date of Purchase: March 23, 2000

Trade-In: \$198.00

Reason: Due to normal wear on equipment.

Item to be purchased:

Description: RICOH Copier 2929D

Vendor: RICOH

Cost: \$2,596.00

Method of Payment: Title 1 Funds

# Doctors Inlet Elementary School

Anne H. Miller  
Principal  
Maureen Yelverton  
Assistant Principal



2634 County Road 220  
Middleburg, Florida 32068  
(904) 213-3000  
Fax: (904) 213-3011

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To: Phil Hans, Property Coordinator  
From: Maureen Yelverton, Assistant Principal  
Re: Title One Copier to be Surveyed  
Date: October 3, 2006

Our Title One Ricoh Copier, Property Number 67018, is inoperable and cannot be covered by a maintenance agreement. We would like to surplus the copier.

**Copier:**

Ricoh Model FT3513  
Property Number: 67018  
Serial Number: 9830506  
Acquisition Cost: \$1930.00  
Acquisition Date: 3/31/99  
Reason for Surplussing: Unable to purchase maintenance agreement as parts for repairs are unavailable.  
Location of Machine: Building 93, Room 842

Cc: Rose Craven

# Doctors Inlet Elementary School

Anne H. Miller  
Principal  
Maureen Yelverton  
Assistant Principal



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Middleburg, Florida 32068  
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To: Phil Hans, Property Coordinator  
From: Maureen Yelverton, Assistant Principal  
Re: Trade-in of a Ricoh Duplicator  
Date: October 3, 2006

Our Ricoh Priort Duplicator, Property Number 67044, has a cracked drum which cannot be replaced. We have negotiated a trade in on a new duplicator with Copyfax. Listed are the details for your approval:

**Trade-in:**

Ricoh Priort Model JP 1030  
Property Number: 67044  
Serial Number: 3630055356  
Acquisition Cost: \$6836.00  
Acquisition Date: 10/19/2000  
Allowance for Trade-in: Unknown  
Reason for Trade-In: Drum cracked and cannot be replaced. Only a matter of time before the machine is totally inoperable. Unable to cover with maintenance agreement due to age of machine.

**Item to be purchased:**

Ricoh Priort JP4500 Duplicator  
Property Number: 88757  
Serial Number: F4560700029  
Vendor: Copyfax  
Cost of New Copier: \$4143.00  
Method of Payment: Project 1586, School Recognition Money

# MIDDLEBURG HIGH SCHOOL

3750 County Road 220 Middleburg, FL 32068

Phone: (904) 213-2100

Fax: (904) 291-5462

David S. Broskie

Principal

Treasure Pickett  
Vice Principal

Charles McGuckin  
Assistant Principal

Al De Jesus  
Assistant Principal

Brenda Troutman  
Assistant Principal

W. Alan Powers  
Athletic Director

TO: Philip Hans  
FROM: David Broskie *D. Broskie*  
DATE: September 25, 2006  
RE: Ricoh Copier – Trade-in

ESE has purchased a new Ricoh b/w copier and would like to trade in 1 machine as follows:

1. Ricoh copier FT4622, CCSB#72779, SN#A6788110118  
Date Acquired: 3/2/99  
Cost: \$4,234.00  
Trade-in Value: One year's free maintenance on new copier  
Reason for trade: Copyfax will provide a maintenance contract due to the age of the machine. Room 61

A copy of the PO is attached.

MHS Property Manager:

*Adalberto De Jesus*  
Adalberto De Jesus



Home of the Wildcats!

# Wilkinson Elementary School

4965 County Road 218 Middleburg, FL 32068  
Phone 904-291-5420 Fax 904-291-5425

*Jeff Umbaugh*  
Principal

*Emily Weiskopf*  
Assistant Principal

*Diana Rabidoux*  
Assistant Principal

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September 14, 2006

To: Phil Hans  
Coordinator of Property Control

From: Diana Rabidoux  
Assistant Principal

Re: Trade In of Copier

Wilkinson Elementary needs to trade-in the following items:

#1.

- a. **Description** – RICOH DIGITAL 350E
- b. **CCSB #** 74661
- c. **SN#** A7711830034 (J4902)
- d. **Cost:** \$4317.00
- e. **Date of Purchase:** 05242001
- f. **Trade-In:** 50,000 free copies on new copier
- g. **Reason:** Can not be repaired.

#2. **IN STORAGE, unable to repair**

- a. **Description-** RICOH COPIER FT 3513
- b. **CCSB:** 70411
- c. **SN#** 7409830399 (J3526)
- d. **Cost:** \$1930.00
- e. **Date of Purchase:** 03311999
- f. **Trade in for removal, no cost to CCSB**
- g.

#3. **IN STORAGE, unable to repair**

- a. **Description-** AFICIO DIGITAL 350
- b. **CCSB:** 70408
- c. **SN#** 7698870534 (J3146)
- d. **Cost** \$6395.00
- e. **Date of Purchase:** 12101998
- f. **Trade in for removal, no cost to CCSB**

*Item to be purchased:*

- a. **Description -** RICOH AFICIO MP5500 DIGITAL COPIER
- b. **Vendor:** COPY FAX
- c. **Cost:** 10,837.00
- d. **Method of Payment-** Purchase Order

# Tynes Elementary School

1550 Tynes Boulevard  
Middleburg, Florida 32068  
(904) 291-5400

**Jean H. Newhall**  
Principal

**Kim A. Morrison**  
Assistant Principal

September 19, 2006

Phil Hans  
Coordinator of Property Control  
Clay County School Board  
900 Walnut Street  
Green Cove Springs, FL 32068

Dear Phil,

We are in the process of purchasing a two new copy machines for the teacher's workroom. We have two old machines that are in very poor condition and need to be traded in due to the fact that the maintenance agreement could not be renewed after June. The old machines are:

CCSB#67205 ✓	Copier Ricoh FT3813 w/cab and Access Purchased 4/26/2001	Serial: H4207203206 Purchase cost: 1,866.00
CCSB#67193 ✓	Duplicator: Ricoh Digital JP-1030 Purchased 12/19/2000	Serial: 3630055380 Purchase cost: 2,895.00

The new copiers are listed below:

Ricoh Aficio 2016 Digital Copier at a cost of \$1,862.00 and Ricoh JP 4500 Priport Duplicator with auto document feeder ADF 85 at a cost of \$4,143.00. These will both be purchased from Copyfax, 6631 N. Executive Park Court, Suite 210, Jacksonville, Florida 32216. These will both be paid by School Board budgeted accounts. A copy of purchase orders are attached.

Please let me know if and when we have approval to trade them in. Thanks in advance.

Sincerely,

Kim A. Cook-Morrison  
Assistant Principal

**PERSISTENCE & RESPONSIBILITY**



**IN DAILY EFFORT**

**An Equal Opportunity Employer**

# SCHOOL DISTRICT OF CLAY COUNTY



**David Owens**  
Superintendent of Schools

**Business Affairs Division**  
900 Walnut Street  
Green Cove Springs, FL 32043

Telephones:  
904/284-6500 (GCS) 904/272-8100 (OP)  
1-888-633-2529 (KH)  
FAX 904/284-6525 TDD 904/284-6584

## BOARD MEMBERS

Carol Vallencourt  
*District 1*  
Carol Studdard  
*District 2*  
Charles Van Zant, Jr.  
*District 3*  
Wayne Bolla  
*District 4*  
Lisa Graham  
*District 5*

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October 5, 2006

To: **Clay County School Board**

From: **Philip Hans (Coordinator of Property)**  
Via: **Nancy Racine (Director Accounts Payable)**  
**Margaret Schulze (Payroll Coordinator)**

Subject: **REQUEST FOR COPIER TRADE-IN**

1. Business Affairs Department/Accounts Payable Division request trade-in of the following:

- a. **Description:** RICOH DIGITAL AFICIO MODEL 650
- b. **SDCC #:** 71176
- c. **Original Cost:** \$13082.50
- d. **Date of purchase:** March 3, 1999
- f. **Trade-in:** Movement and Set-up of newer copier recently surveyed from Wilkerson Elementary and 50,000 free copies on new copier purchased by Wilkerson Elementary School
- g. **Reason for trade:** Unit has exceeded normal Life cycle and is beyond economical repair and upkeep