

SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0431-RHS

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

Description of Item: Ricoh Aficio Copier Property Number: 80992

Serial Number: H6737002618 Model: Ricoh 1918

Acquisition Date: 1/08/2004 Current Value: \$3435.00

Allowance for trade-in (Provided by vendor): 2014-2015 Maintenance agreement for \$200

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 Copier Model: Ricoh MP 2352SP

Vendor: Copyfax Cost: \$2408.00

Method of Payment: District Funds - Budget Line: 0100 5100 0641 0431 1044 Shared between (IB, ESE, CTE)

OR Internal Accounts - Activity Account Name/Number: _____

Rob Feltner
Report Prepared By (Type Name)


~~Robert Feltner~~ Digitally signed by Robert Feltner
DN: cn=Robert Feltner, o=Clay County School Board, ou=Clay County School Board, email=rfeltner@clay.k12.fl.us, c=US
Date: 2013.08.29 14:42:49 -0400
Principal/District Administrator's Signature

Aug 29, 2013
Date

Email to
Principal/District Administrator

Submit to
Property Control