

Clay Hill Elementary School



6345 CR218
Jacksonville, Florida 32234
Main Office 289-7193 | Fax 2899667

Tracey Kendrick

Principal

www.clay.k12.fl.us/che

Bonnie Barker

Assistant Principal

To: Clay County School Board Members

From: Tracey Kendrick, Principal

Date: Friday, August 10, 2012

VIA: Robert Johnson, Coordinator of Property

RE: Trade in of a Priort DX4542 Copier

We have purchased a new copier and have a riso that we would like to trade in. The information on the machines is as follows:

Copiers To Be Traded-In:

A. Model: Priort DX4542
CCSB Number: 93251
Serial Number: N167060024
Acquisition Date: 08/23/2007
Acquisition Cost: 3318.00
Reason for Trade-in: Warranty went out, riso not cost effective

Copier to be Purchased:

B. Model: Ricoh MPC4502 Color Copier
Serial number: Do not have until the new copier arrives
Vendor: Copyfax
Cost of New Copier: 4,797.00
Method of Payment: 0100 5100 0641 0411 1523 = 4268.56
0420 5100 0641 0411 4013 = 528.44



Ben H. Wortham
Superintendent of Schools

CLAY COUNTY DISTRICT SCHOOLS

BUSINESS AFFAIRS DIVISION
900 WALNUT STREET
GREEN COVE SPRINGS, FLORIDA 32043

Telephones:
904/284-6501
904/284-6500 (GCS) 904/272-8100 (OP)
1-888-663-2529 (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

Frank Farrell
District 4

Lisa Graham
District 5

TO: Clay County School Board Members

FROM: Margaret Schulze, Coordinator of Payroll

DATE: August 2, 2012

VIA: Robert Johnson, Coordinator of Property

Subject: TRADE-IN REQUEST

We have purchased a new copier and would like to trade-in the old one.
Information of both machines is as follows:

Copier to be traded-in:

Model: RICOH AFICIO 1045P
CCSB Number: 80452
Acquisition Date: 1/08/2004
Acquisition Cost: \$2,000.00
Reasons for Trade-In: Maintenance repairs are frequent and some major features are not able to be repaired.

Allowance for Trade-In: First 10,000 copies free

Item to be purchased: Copier

Model: RICOH MP 3352SP
Vendor: Copyfax
Cost: \$3,447.00
Method of Payment: Purchase Order