

SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0261-DIS

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

Description of Item: Copier Digital W/Access-Africo 1075 Property Number: 68722

Serial Number: J4335700162 Model: Africo 1075

Acquisition Date: 11/13/2003 Current Value: \$18,670.00

Allowance for trade-in (Provided by vendor): 0

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

Repair (not cost effective) Other: No longer able to repair or keep a maintenance contract

ITEM TO BE PURCHASED:

Description of Item: Copier Model: Africo MP6002SP

Vendor: Copyfax Cost: \$6,917.00

Method of Payment: District Funds - Budget Line: _____

OR Internal Accounts - Activity Account Name/Number: 003179 Technology

Ruth Casias
Report Prepared By (Type Name)

Anne H. Miller
Principal/District Administrator's Signature

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By: Ruth Casias, 10/11/13 of the County Public Health and Safety Department
10/11/13 10:58 AM
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Apr 08, 2013
Date

Email to
Principal/District Administrator

Submit to
Property Control