

SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0451-LAE

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

Description of Item: Duplicator: Digital with Cabinet- Ricoh Property Number: 00095067

Serial Number: N1671200048 Model: PriPort

Acquisition Date: 8/14/2008 Current Value: \$3318.00

Allowance for trade-in (Provided by vendor): three years of free maintenance

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

Repair (not cost effective) Other: repair cost is beginning to exceed the cost of new copier

ITEM TO BE PURCHASED:

Description of Item: Ricoh Duplicator w Document Feeder Model: DD4450

Vendor: Copyfax Cost: \$3921.00

Method of Payment: District Funds - Budget Line: 0100.5100.0641.0451.1524 and 0000

OR Internal Accounts - Activity Account Name/Number: _____

Melanie Sanders/
Report Prepared By (Type Name)

Sarah T Lawson
Principal/District Administrator's Signature

Jul 30, 2013
Date

Email to
Principal/District Administrator

Submit to
Property Control

SCHOOL BOARD OF CLAY COUNTY

TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0451-LAE

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

Description of Item: Duplicator: Digital with Cabinet- Ricoh Property Number: 00095069

Serial Number: N1671200054 Model: PriPort

Acquisition Date: 8/14/2008 Current Value: \$3318.00

Allowance for trade-in (Provided by vendor): three years of free maintenance

Reason for trade-in: Parts (no longer available): Current condition (item unusable)
 Repair (not cost effective) Other: repair cost is beginning to exceed the cost of new copier

ITEM TO BE PURCHASED:

Description of Item: Ricoh Duplicator w Document Feeder Model: DD4450

Vendor: Copyfax Cost: \$3921.00

Method of Payment: District Funds - Budget Line: 0100.5100.0641.0451.1524 and 0000

OR Internal Accounts - Activity Account Name/Number: _____

Melanie Sanders
Report Prepared By (Type Name)

Sarah T Lawson
Principal/District Administrator's Signature

Jul 30, 2013
Date

Email to
Principal/District Administrator

Submit to
Property Control

SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0471-PES

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

Description of Item: RICH AFICIO MP 5000 Digital Copier with Feeder Property Number: 93550

Serial Number: M5685200191 Model: RICOH MP5000 PS530 Feeder

Acquisition Date: 5.2008 Current Value: \$5022.00

Allowance for trade-in (Provided by vendor): 25,000 free copies

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

Repair (not cost effective) Other: 2,299,666 copies have been made

ITEM TO BE PURCHASED:

Description of Item: RICH MP6002 Model: RICOH MP6002 Copy Tray 9002

Vendor: Copyfax Cost: \$6412.00

Method of Payment: District Funds - Budget Line:

OR Internal Accounts - Activity Account Name/Number: PFA 6150

Pam White
Report Prepared By (Type Name)

Pamela L. White
Principal/District Administrator's Signature

Jul 31, 2013
Date

Email to
Principal/District Administrator

Submit to
Property Control

SCHOOL BOARD OF CLAY COUNTY TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0621

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

Description of Item: Ricoh Copier Property Number: 96259

Serial Number: L7985100031 Model: MP7500

Acquisition Date: 6/12/2008 Current Value: \$ 11,672.00

Allowance for trade-in (Provided by vendor): 50,000 free prints

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 Model: MP7502 Digital Copier

Vendor: Copy Fax Cost: \$ 9250.00

Method of Payment: District Funds - Budget Line: 0100.7300.0641.0621.1523 1616.92
0100.7300.0641.0621.1524 7633.08

OR Internal Accounts - Activity Account Name/Number: _____

Pam Norwood
Report Prepared By (Type Name)

[Signature]
Principal/District Administrator's Signature

7/29/13
Date

Email to
Principal/District Administrator

Submit to
Property Control

SCHOOL BOARD OF CLAY COUNTY TRADE-IN REQUEST

AUG - 1 2013

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0621

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

Description of Item: Ricoh Copier Property Number: 96260

Serial Number: L7985100049 Model: MP 7500

Acquisition Date: 6/12/2008 Current Value: \$ 11,672.00

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

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 Model: MP 7502

Vendor: Copy Print Cost: \$ 9250.00

Method of Payment: _____ District Funds - Budget Line: _____

OR Internal Accounts - Activity Account Name/Number: General - 5700

Ann Nowwood
Report Prepared By (Type Name)

[Signature]
Principal/District Administrator's Signature

7/29/13
Date

Email to
Principal/District Administrator

Submit to
Property Control