

green cove springs junior high

DR. SARYN L. HATCHER
PRINCIPAL



MRS. JANICE TUCKER
VICE PRINCIPAL

MR. PAUL GOODIER
ASST. PRINCIPAL

TO: Clay County School Board
FROM: Dr. Saryn Hatcher, Principal *SHH*
DATE: July 23, 2008
VIA: Chris Lee, Coordinator of Property

We are purchasing a copier for the Teacher's Work Room and would like to trade in the old one. The information on the machine is as follows:

COPIER TO BE TRADED IN:

Model: Ricoh J5781/F1060
CCSB Number 77920
Acquisition Date: December 19, 2002
Acquisition Cost: \$13,945.00
Reason for Trade In: Due to heavy usage, this machine is no longer dependable. Service is required at least once a week. Major parts have been replaced more than once
Allowance for Trade: First 100,000 copies free for trade-in J5781

COPIER TO BE PURCHASED:

Model: Ricoh Aficio MP6000 Copier
w/Copy Tray Type 2075. Features include 60 copies per minute
Reduction/Enlargement and Duplexing
Vendor: Copyfax
Cost: \$8,064.00 (including trade-in allowance)
Method of Payment: Purchase Order
(University of Florida ITNO7DD-162TC)

KEYSTONE HEIGHTS JR./SR. HIGH SCHOOL

"An Equal Opportunity Employer"

DR. SUSAN H. SAILOR
PRINCIPAL

ROY S. SHEWCHUK
ASST. PRINCIPAL



JANIE K. PHILLIPS
VICE-PRINCIPAL

JUSTIN L. WILLIAMS
ASST. PRINCIPAL

July 29, 2008

To Whom It May Concern;

Keystone Heights Jr/Sr High School is in the process of ordering from CopyFax a new copier for our school. We would like to trade in one of our old copiers to CopyFax for the first 100,00 copies. The copier to be traded is as follows: Sharp, AR651, CCSB #78501 located in our teachers lounge.

Please let me know if you have any questions or need more information.

Sincerely,

A handwritten signature in cursive script that reads "Susan Sailor".

Susan Sailor, Principal
Keystone Heights Jr/Sr High School

Clay High School
2025 Hwy 16 W
Green Cove Springs, Fl 32043
Peter J. McCabe, Principal

To: Clay County School Board Members

From: Cary Dicks, Assistant Principal/Property Manager

Date: July 15, 2008

Via: Chris Lee, Coordinator of Property

We are purchasing a copier and would like to trade-in the old one. The information on the machine is as follows:

Copier to be traded-in:

Model: Copy Tronics GR 2710
CCSB #: 73946
Acquisition Date: 09/14/2000
Acquisition Cost: \$3638.00
Reason for trade: Age of copier and expired warranty

Copier to be purchased:

Model: Copy Tronics: RZ 220 Duplicator
Vender: Copy Tronics
Address: 3728 Phillips Hwy #208, Jacksonville Fl 32207
Cost: \$7540.00
Method of payment: County Purchase Order