

904-529-5738

SCHOOL BOARD OF CLAY COUNTY TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0491

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

Description of Item: Copier-Digital Property Number: 93310 *DZ 1/28/14*

Serial Number: 75500266 Model: MP64500SP

Acquisition Date: 09272007 Current Value: \$8848.00

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: Digital Copier Model: MP6002sp

Vendor: COPYFAX Cost: \$8224.00

Method of Payment: District Funds - Budget Line: _____

OR Internal Accounts - Activity Account Name/Number: _____

Report Prepared By (Type Name) _____
Principal/District Administrator's Signature *[Signature]* Date 11/17/15

Email to
Principal/District Administrator

Submit to
Property Control