

**SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0232-GPE

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

Description of Item: Ricoh B & W Copier Property Number: 90209

Serial Number: K9365201468 Model: Aficio 3035

Acquisition Date: 06/28/2006 Current Value: \$5,693.00

Allowance for trade-in (Provided by vendor): 25,00 free copies

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 Color Copier Model: MPC5503

Vendor: CopyFax Cost: \$8396.00

Method of Payment: District Funds - Budget Line: 0420-5100-0641-0232-4015

OR Internal Accounts - Activity Account Name/Number: _____

Allyson Lee
Report Prepared By (Type Name)

Scott Voytko
Principal/District Administrator's Signature

Jun 23, 2015
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: 0232-GPE

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

Description of Item: Ricoh B & W Copier Property Number: 90217

Serial Number: L7975900086 Model: Aficio MP7500

Acquisition Date: 02/14/2008 Current Value: \$11,669.00

Allowance for trade-in (Provided by vendor): 25,00 free copies

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 Color Copier Model: MPC5503

Vendor: CopyFax Cost: \$8396.00

Method of Payment: District Funds - Budget Line: 0420-5100-0641-0232-4015

OR Internal Accounts - Activity Account Name/Number: _____

Allyson Lee
Report Prepared By (Type Name)

Scott Voytko
Principal/District Administrator's Signature

Jun 23, 2015
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: 0411

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

Description of Item: Copier J9310 Ricoh Property Number: 93279

Serial Number: M5485400450 Model: Aficio MP 4000s

Acquisition Date: 09/25/2008 Current Value: \$4278.00

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

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 Color Copier Model: MPC5503

Vendor: CopyFax Cost: \$8396.00

Method of Payment: District Funds - Budget Line: 0420-5100-0641-0411-4015

OR Internal Accounts - Activity Account Name/Number: _____

Nancy Rysak
Report Prepared By (Type Name)


Principal/District Administrator's Signature

Jun 16, 2015
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: 0491-WES

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

Description of Item: Ricoh Copier Property Number: 89715

Serial Number: L8065600133 Model: J8229/MP5500

Acquisition Date: 10/12/2006 Current Value: \$10,837.00

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: COPIER 9 YEARS OLD NOT WORKING PROPERLY

ITEM TO BE PURCHASED:

Description of Item: Ricoh Color Copier Model: MPC5503

Vendor: CopyFax Cost: \$8396.00

Method of Payment: District Funds - Budget Line: 0420-5100-0641-0491-4015

OR Internal Accounts - Activity Account Name/Number: _____

Report Prepared By (Type Name)

Heather M. Teto

Digitally signed by Heather M. Teto
DN: cn=Heather M. Teto, ou=School Board of Clay County, c=US
Date: 2015.06.16 17:37:11 -0500

Principal/District Administrator's Signature

Jun 16, 2015

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: 0511-MRE

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

Description of Item: COPIER, DIGITAL W/COIN TRAY-RICOH Property Number: 88696

Serial Number: L7785100227 Model: RICOH AFICIO MPS500

Acquisition Date: 06/12/08 Current Value: \$7,595.00

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: Copyfax refused a maintenance contract due to age

ITEM TO BE PURCHASED:

Description of Item: Ricoh Color Copier Model: MPC5503

Vendor: CopyFax Cost: \$8396.00

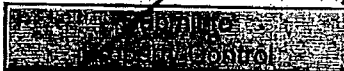
Method of Payment: District Funds - Budget Line: 0420-5100-0641-0000-4015
0511

OR: Internal Accounts - Activity Account Name/Number: _____

MARCUS DOOLEY, PRINCIPAL
Report Prepared By (Type Name)




Principal/District Administrator's Signature



Jun 15, 2015
Date

SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9021

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

Description of Item: Ricoh Copier Property Number: 95663 ^{D2}

Serial Number: M5685100345 Model: AFICIO 5000

Acquisition Date: 5-29-09 Current Value: \$ 6596.00 ^(can)

Allowance for trade-in (Provided by vendor): 25,000 B/W copiers totaling 175.00

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

Repair (not cost effective) Other: As of 7/1/15 we will no longer be able to get a service agreement

ITEM TO BE PURCHASED:

Description of Item: Ricoh Copier Model: MPC 4503

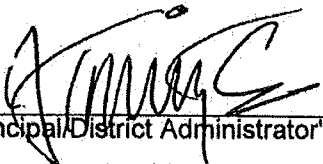
Vendor: COPY FAX Cost: \$ 5,752.00

Method of Payment: District Funds - Budget Line: 0100.800.0641.9020.0000

OR Internal Accounts - Activity Account Name/Number: _____

Tina Krause
Report Prepared By (Type Name)

Email to
Principal/District Administrator


Principal/District Administrator's Signature

Submit to
Property Control

6-4-15
Date