

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0352-LES

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

Description of Item: duplicator w/doc feed - Ricoh Property Number: 10001501

Serial Number: N7191200031 Model: Priport DX4545

Acquisition Date: 6/10/2010 Current Value: \$3314.00

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

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

X Repair (not cost effective) Other:

ITEM TO BE PURCHASED:

Description of Item: duplicator w/doc feeder - Ricoh Model: Priport DD4450

Vendor: Copyfax, Inc. Cost: \$3921.00

Method of Payment: X District Funds - Budget Line: 0100.5100.0641.0352 - .0000 and .1523

OR Internal Accounts - Activity Account Name/Number:

Jeff Schriver
Report Prepared By (Type Name)

Jeff Schriver
Principal/District Administrator's Signature

Digitally signed by Jeff Schriver
DN: cn=Jeff Schriver, o=CLAY COUNTY SCHOOL BOARD, email=jschriver@clay.k12.ga.us, c=US

Jun 18, 2013
Date

Email to
Principal/District Administrator

Submit to
Property Control