

SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0651-POE

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

Description of Item: Duplicator-Ricoh DX4542 w/Doc Feed Property Number: 09000683

Serial Number: N1680800052 Model: Priport DX4542

Acquisition Date: 04/23/2009 Current Value: \$3314.00

Allowance for trade-in (Provided by vendor): \$0

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

X Repair (not cost effective) Other: _____

ITEM TO BE PURCHASED:

Description of Item: Duplicator-Ricoh Model: DD4450

Vendor: Copyfax, Inc. Cost: \$3311.00

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

OR X Internal Accounts - Activity Account Name/Number: Principal's Discretionary/5100

Corrie Voytko
Report Prepared By (Type Name)

Jennifer Roach
Principal/District Administrator's Signature

Digitally signed by Jennifer Roach
DN: cn=Jennifer Roach, o=POE, ou=POE, email=jroach@occlay.net, c=US
Date: 2016.04.20 12:45:57 -0400

Apr 20, 2016
Date

Email to
Principal/District Administrator

Submit to
Property Control