

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0611-OLJ

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

Description of Item: RICOH COPIER Property Number: 10000194

Serial Number: N779090087 Model: DF4545

Acquisition Date: 11-24-2009 Current Value: \$ 3314.00

Allowance for trade-in (Provided by vendor): FREE MAINTENANCE FOR FIRST 3 YEARS

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

Repair (not cost effective) Other: poor condition.....unreliable at times, many breakdowns

NO HARD DRIVE

ITEM TO BE PURCHASED:

Description of Item: RICOH DIGITAL DUPLICATOR Model: DX4450

Vendor: COPYFAX Cost: \$3311.00

Method of Payment: District Funds - Budget Line: 14020 - Requisition #

OR Internal Accounts - Activity Account Name/Number: _____

P. GOODIER
Report Prepared By (Type Name)

Paul Goodier
Principal/District Administrator's Signature

Feb 19, 2014
Date

Email to
Principal/District Administrator

Submit to
Property Control

PZ 2/20/14 RG