

GREEN COVE SPRINGS JUNIOR HIGH

DR. SARYN L. HATCHER
PRINCIPAL



MRS. JANICE TUCKER
VICE PRINCIPAL

MR. PAUL GOODIER
ASST. PRINCIPAL

TO: Clay County School Board
FROM: Dr. Saryn Hatcher, Principal
DATE: January 29, 2009
VIA: Chris Lee, Coordinator of Property

We are purchasing two Riso copiers for the Teacher's Work Room and would like to trade in 2 old ones. The information on the machine is as follows:

COPIER TO BE TRADED IN:

Model: Riso 1750 & RISO 2710N
CCSB Number 77904 & 72346
Acquisition Date: 1/1997 & 10/2000
Acquisition Cost: \$3638.00 x 2= 7276.00

Reason for Trade In: Excessive down time and due to age of the machine the company can no longer provide service and supplies parts are no longer produced for these machines

Allowance for Trade: Three Years Free Maintenance for Trade-in

COPIER TO BE PURCHASED:

Model: RICOH DX 4542 PRIPORT DUPLICATOR
AUTO DOCUMENT FEEDER ADF 85
CABINET TYPE
Vendor: COPYFAX
Cost: 3,318.00
Method of Payment: PURCHASE ORDER
STATE OF FLORIDA CONTRACT #600-340-06-1

Clay High School
2025 Hwy 16 W
Green Cove Springs, Fl 32043
Peter J. McCabe, Principal

To: Clay County School Board Members

From: Cary Dicks, Assistant Principal/Property Manager

Date: February 12, 2009

Via: Chris Lee, Coordinator of Property

We are leasing a copier and would like to trade-in the old one. The information on the machine is as follows:

Copier to be traded-in:

Model: Ricoh:Riso-graph , JP 3000
CCSB #: 81199
Acquisition Date: 11/10/2004
Acquisition Cost: \$5691.00
Reason for trade: Age of copier/parts availability and expired warranty

Copier to be leased:

Model: Work Centre 5655
Vender: Xerox
Address: Jacksonville Fl 32207
48 month Lease Agreement: \$291.45 per month
Method of payment: Internal Accounts