



David L. Owens  
Superintendent of Schools

# SCHOOL DISTRICT OF CLAY COUNTY

## SCHOOL IMPROVEMENT, PROFESSIONAL DEVELOPMENT, & ASSESSMENT

900 Walnut Street  
Green Cove Springs, Florida 32043

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### BOARD MEMBERS:

- Carol Vallencourt  
District 1
- Carol Studdard  
District 2
- Charles Van Zant, Jr.  
District 3
- Wayne Bolla  
District 4
- Lisa Graham  
District 5

TO: Phillip Hans, Property Coordinator

FROM: Debra Gaynes *Debra Gaynes*

RE: Trade-In of Scanner

DATE: February 24, 2006

In February 2005, we purchased a scanner (NCS 5000i - CCSB #82686). The purchasing price for this was lessened because we were trading in our OpScan 8 (CCSB # 79184) scanner. Here are the details:

#### Trade-in:

a. Description	OpScan 8
b. Property Number	79184
c. Serial Number	1811014
d. Acquisition Cost	\$10,377.00
e. Acquisition Date	6/26/03
f. Allowance of Trade-in	\$6,000.00
g. Reason for Trade-in	On to bigger and better

#### Item purchased:

a. Description	NCS 5000i
b. Vendor	Pearson NCS
c. Cost of New Scanner	\$91,182.00
d. Method of Payment	Purchase Order
e. Property Number	82686

The representative for Pearson NCS, Mike Hill, has been notified to make arrangements to have the OpScan 8 picked up. I would like for the OpScan 8 to be deleted from my inventory.

Should you need any other information, please let me know.

# LAKESIDE JUNIOR HIGH SCHOOL

ACCREDITED

Southern Association of Colleges and Schools

2750 Moody Avenue \* Orange Park, Florida 32073 \* (904) 213-2980 \* Fax (904) 213-2987

**RANDALL G. OLIVER**  
Principal

Kenneth Liechty  
Vice Principal (213-2982)

Catherine Richardson  
Assistant Principal (213-2980)

Lloyd Patterson  
Activities Director (213-2980)

February 23, 2006

## MEMORANDUM

- TO:** Philip Hans, Coordinator, Property Control
- FROM:** Ken Liechty, Vice-Principal
- SUBJ:** Trade-in of Property
- REF:** (a) CCSB Property Management System Manual

The following information is submitted in accordance with reference (a):

Item to be traded-in:

- a. Copier: RICOH Digital 1515
- b. CCSB# 84427
- c. K2058701057
- d. \$1159.00
- e. October 13, 2005
- f. \$645.00
- g. This copier is not capable of producing the necessary number of quality copies which the media center office requires.

Equipment to be purchased:

- a. Copier: RICOH Aficio 2015 Digital
- b. Copyfax, Inc.
- c. \$1804.00
- d. School Board budgeted accounts