

**KEYSTONE HEIGHTS ELEMENTARY SCHOOL**  
**"Where Every Kid Is A Winner"**

**MARY S. MIMBS**  
Principal

**ANGELA M. GENTRY**  
Assistant Principal



**MELBA B. JOHNSON**  
Guidance Counselor

**CODY M. CLARK**  
Guidance Counselor

TO: Clay County School Board Members

FROM: Mary S. Mimbs  
Principal

A handwritten signature of Mary S. Mimbs.

VIA: Robert Johnson  
Coordinator of Property

DATE: April 18, 2011

We have purchased a new duplicator and would like to trade-in the old one. Information on both machines is as follows:

**Copier to be traded-in:**

Model :	Aficio F1055 Digital Copier
CCSB Number:	71078
Acquisition Date:	12/18/03
Acquisition Cost:	\$12261.00
Reason For Trade-In:	Repair Parts Unattainable
Allowance For Trade-In:	\$122.50

**Item To be Purchased - Copier:**

Model:	Ricoh MPC7001 Digital Copier
Vendor:	Copyfax
Cost:	\$8,089.00
Method of Payment:	CCSB Purchase Order