

KEYSTONE HEIGHTS JR./SR. HIGH SCHOOL

Dr. Susan H. Sailor
Principal

Justin L. Williams
Vice Principal



Linda F. McGhghy
Asst. Principal

Roy S. Shewchuk
Asst. Principal

April 28, 2010

To Whom It May Concern:

Keystone Heights Jr/Sr High School is in the process of ordering from CopyFax a new Ricoh DX4545 duplicator. We would like to trade in our old Ricoh DX4542 duplicator in exchange for three years of free maintenance. The duplicator trade in CCSB# is 89021 located in the teachers work room and the CopyFax ID# is J8691.

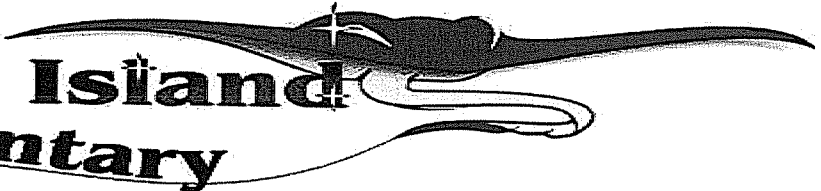
Please let us know if you have any questions or need any more information on this purchase.

Sincerely,

A handwritten signature in cursive script that reads 'Susan Sailor'.

*Susan Sailor, Principal
Keystone Heights Jr/Sr High School*

Fleming Island Elementary



4425 Lakeshore Drive
Orange Park, Fl. 32003

Phone: 904-278-2020
Fax: 904-278-2026

Sandra Mead
Principal

Jeanne Hiatt Jones
Assistant Principal

TO: Chris Lee
FROM: Sandra D. Mead *Sandra Mead*
DATE: April 28, 2010
RE: Request for Permission to Trade-In Property

Trade-In Item:

Description of Item: Copier: RICOH PRIPORT DX4542
Property Numbers: 00091863
Serial Numbers: N1670500024
Acquisition: \$3314.00
Acquisition Date: 9/11/2007
Allowance of Trade-In: Three years free maintenance
Reason for Trade-In: Cost of continued maintenance and quality of print

To Be Purchased:

Description of Item: Copier: RICOH DX4545 DIGITAL DUPLICATOR
Vendor: Copyfax
Cost of New Equipment: Duplicator - \$2684.00
Auto Document Feeder - \$566.00
Cabinet Type 30 - \$64.00
Total Cost: \$3314.00
(State of Florida Contract
600-340-06-0)
Method of Payment: Budgeted Funds
Requisition # 10159