

To: Robert Johnson, Property Coordinator

From: Dee Dee Phillips

RE: Trade in of a Ricoh Copy Machine DX 4545

Date: October 11, 2012

Our Ricoh copier, CCSB Property # 91611 is no longer working. COPYFAX picked it up on April 24, 2011 and dropped off a "loaner". They now would like for us to keep the "loaner" in place of the leased machine.

Trade In:

Description	Ricoh DX4545
Property Number	91611
Serial number	N1660900099
Acquisition Cost	\$3884.00
Acquisition Date	May 10, 2007
Allowance for trade in	Even trade
Purchase Order	12001198 for copies/overages
Reason for trade in	COPYFAX was unable to repair machine
Item to be purchased: (traded)	
Description:	Ricoh DX 3343 Duplicator J10601
Vendor	COPYFAX
Cost of New Copier	NONE...continued on current contract
Method of Payment	Continuation of PO 12001198