

# KEYSTONE HEIGHTS JR./SR. HIGH SCHOOL

*"An Equal Opportunity Employer"*

DR. SUSAN H. SAILOR  
PRINCIPAL

ROY S. SHEWCHUK  
ASST. PRINCIPAL



JANIE K. PHILLIPS  
VICE-PRINCIPAL

JUSTIN L. WILLIAMS  
ASST. PRINCIPAL

TO: Clay County School Board

FROM: Dr. Susan Sailor, Principal *SS*

DATE: September 17, 2008

VIA: Chris Lee, Coordinator of Property

We are purchasing a copier for the Assistant Principals and Attendance Secretary to use in the Pink Wing. The copier will in Roy Shewchuk's closet area. The information on the machine is as follows:

## COPIER TO BE TRADED IN:

Model: Ricoh jp4500 duplicator  
CCSB Number 78507  
Acquisition Date: April 22, 2004  
Acquisition Cost: \$7989.00  
Reason for Trade In: Due to heavy usage, this machine is no longer dependable and the cost of maintenance is higher than the cost of a new one with a 3 year maintenance contract included.  
Allowance for Trade In: One year free maintenance up to 20,000 copies for trade in of JP4500 duplicator J6730

## COPIER TO BE PURCHASED

Model: Ricoh Aficio MP161 Digital Copier  
w/auto document feeder plus cabinet FAC19  
Features 16 copies per minute reduction/enlargement  
Vendor: CopyFax  
Cost: \$992 plus \$111 for cabinet  
Method of Payment: Purchase Order



David L. Owens  
Superintendent of Schools

## SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street  
Green Cove Springs, Florida 32043

*Instructional Support Services*  
23 South Green Street  
Green Cove Springs, FL 32043  
Telephones:  
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### BOARD MEMBERS:

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Wayne Bolla  
*District 4*  
Lisa Graham  
*District 5*

September 2, 2008

Chris Lee, Coordinator  
Property Control

Re: CCSD #89573  
CCSD #89574

Chris:

This is to request trade-in of the above-referenced Sanyo projectors on 3 new Sanyo PLC-XP100L LCD projectors. The projectors are housed in the gun turrets in room 1018 at the TTC. The trade-in value is:

3 Sanyo PLC-XP100L projectors @ \$5583	=	16,749
2 Credit for trade-in of Sanyo PLC-XP56/l projectors @ \$1250	=	(3,750)

Please let me know if you need anything further from me in order to process this transaction with Stage Front Presentation Systems.

A handwritten signature in cursive script that reads "Alisa Jones".

Alisa Jones, Supervisor  
Instructional Support Services

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