

S. Bryan Jennings Elementary School

215 Corona Drive - Orange Park, FL 32073

Phone: (904) 213-3021

www.clay.k12.fl.us/sbj

Fax: (904) 213-3014

Mr. Dana L. Archibald
Principal

Ms. Tiffany R. Myrick
Assistant Principal

September 18, 2007

Mr. Philip Hans, Coordinator
Property Control
Clay County School Board
900 Walnut Street
Green Cove Springs, Florida 32043

Dear Mr. Hans:

We are requesting permission to trade in a Ricoh 350E copy machine that is no longer in working order to Copyfax in lieu of 20,000 copies to be credited to the Ricoh 4500 Digital Copier that we are leasing from Copyfax.

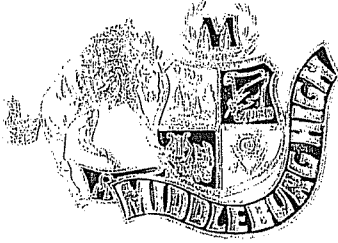
The Ricoh 350E copier was purchased from Copyfax on August 15, 2001, for the purchase price of \$5,892.00. The CCSB property control number is 67644, and the serial number for the copier is H5206501163.

Sincerely,



Tiffany Myrick
Assistant Principal
Property Control Manager

sam



MIDDLEBURG HIGH SCHOOL


3750 County Road 220

MIDDLEBURG, FLORIDA 32068

PHONE: 904/291-5450

DAVID S. BROSKIE

PRINCIPAL

TO: Phil Hans
FROM: David S. Broskie 
DATE: September 13, 2007
RE: Request for Permission to Trade-In Property

Trade-In Item:

Description of Item: Copier: RICOH AFICIO 1075 Digital
Property Number: 00081867
Serial Number: J4640700013
Acquisition Cost: \$21,482.00
Acquisition Date: 10/14/2004
Allowance of Trade-In: \$1,000.00
Reason for Trade-In: Cost of continued maintenance and quality of print

To Be Purchased:

Description of Item: RICOH AFICIO MP9000 Digital Copier
Vendor: CopyFax
Cost of New Equipment: \$16,995.00
(Miami Dade County Bid BW7123-3/07-QTR
Method of Payment: Purchase Order – Requisition # 80069

**McRae Elementary School
6770 County Road 315C
Keystone Heights, Florida 32656**

Marcus Dooley, Principal

TO: Phillip Hans
FROM: Marcus Dooley
DATE: October 02, 2007
RE: Request for Permission to Trade-In Property

Trade-In Item:

Description of Item:	Duplicator: RICOH JP1030 Priport
Property Number:	74270
Serial Number:	J5148
Acquisition Cost:	\$2,149.50
Acquisition Date:	01/24/02
Allowance of Trade-In:	Three Years Free Maintenance (Value Approximately \$3,000.)
Reason for Trade-In:	Maintenance costs are prohibitive Maintenance contract unavailable

To Be Purchased:

Description of Item:	Duplicator: RICOH DX4542 Priport
Vendor:	Copy Fax
Cost of New Equipment:	Duplicator - \$3,318.00 State of Florida Contract-600-340-06-1
Method of Payment:	Budgeted Funds Requisition Number 80047

INCIDENT/INVESTIGATION REPORT

I N C I D E N T D A T A	Agency Name <i>Clay County Sheriff's Office</i>						Case# <i>2007-003318</i>								
	ORI <i>FL0100000</i>						Date / Time Reported <i>01/31/2007 11:55 Wed</i>								
	Location of Incident <i>6770 County Road 315, Keystone Heights FL 32656-</i>						Premise Type <i>School/college</i>			Zone/Tract <i>17</i>			Last Known Secure <i>01/26/2007 00:00 Fri</i>		
	At Found <i>01/31/2007 11:55 Wed</i>						Activity								
#1	Crime Incident(s) (Com) <i>Grand Theft - Value 300 To 4,999</i>						Weapon / Tools <i>NOT APPLICABLE/NONE</i>								
	<i>812-014/2C1</i>						Entry		Exit		Security				
	Crime Incident ()						Activity								
#2	Crime Incident ()						Weapon / Tools								
	Entry						Exit		Security		Activity				
#3	Crime Incident ()						Weapon / Tools								
	Entry						Exit		Security		Activity				
MO	<i>Accomplices/Unknown, Alarm/No Alarm, Method Of Entry/No Force, Point Of Entry/Unknown Point</i>														
V I C T I M	# of Victims <i>1</i>			Type: <i>BUSINESS</i>			Injury:			Domestic: <i>N</i>					
	Victim/Business Name (Last, First, Middle) <i>KEYSTONE HEIGHTS HIGH SCHOOL</i>						Victim of Crime # <i>1</i>	DOB <i>Age</i>	Race	Sex	Relationship To Offender	Resident Status <i>N/A</i>	Military Branch/Status		
	Home Address <i>900 ORCHID AV, Keystone Heights, FL 32656-</i>									Home Phone <i>352-473-2761</i>					
	Employer Name/Address <i>CLAY COUNTY SCHOOL BOARD</i>						Business Phone			Mobile Phone					
	VYR	Make	Model	Style	Color	Lic/Lis	VIN								
O T H E R S	CODES: V- Victim (Denote V2, V3) O = Owner (if other than victim) R = Reporting Person (if other than victim)														
	Type: <i>PERSON/INDIVIDUAL(NOT A LE OFFICER)</i>														
	Code <i>RP</i>	Name (Last, First, Middle) <i>DOOLEY, MARCUS</i>					Victim of Crime #	DOB <i>02/24/1956</i>	Race <i>W</i>	Sex <i>M</i>	Relationship To Offender	Resident Status	Military Branch/Status		
	Home Address <i>6670 Cr 315c Keystone Heights, FL 32656</i>									Home Phone <i>352-473-5686</i>					
	Employer Name/Address <i>Mcrae Elementary, 6815 C.r. 315c Keystone Hgts.</i>						Business Phone			Mobile Phone					
I N V O L V E D	Type: <i>PERSON/INDIVIDUAL(NOT A LE OFFICER)</i>														
	Code <i>IO</i>	Name (Last, First, Middle) <i>MCGHGHY, LINDA</i>					Victim of Crime #	DOB <i>Age</i>	Race <i>W</i>	Sex <i>F</i>	Relationship To Offender	Resident Status	Military Branch/Status		
	Home Address <i>5280 County Road 214 Keystone Heights, FL</i>									Home Phone					
	Employer Name/Address <i>Mcrae Elem.</i>						Business Phone			Mobile Phone					
	L = Lost S = Stolen R = Recovered D = Damaged Z = Seized B = Burned C = Counterfeit / Forged F = Found ("OJ" = Recovered for Other Jurisdiction)														
P R O P E R T Y	VI #	Code	Status Frm/To	Value	OJ	QTY	Property Description			Make/Model		Serial Number			
	<i>1</i>	<i>366</i>	<i>S</i>	<i>\$909.00</i>		<i>1</i>	<i>DIGITAL PROJECTOR</i>			<i>EPSON/Powerlite S3</i>		<i>GM9G62A242F</i>			
Officer/ID# <i>EDMONSON, M. W. (06531)</i>						Outstanding Stolen Val [Total Stolen]: <i>\$909.00 [\$909.00]</i>									
Invest ID# <i>ROSEPIER, R. C. (06496)</i>						Supervisor <i>CURRY, R. L. (00498)</i>									
Status Complainant Signature				Case Status <i>Inactive</i>		<i>04/02/2007</i>		Case Disposition:				Page 1			

REPORTING OFFICER NARRATIVE

Clay County Sheriff's Office

OCA
2007-003318
Date / Time Reported
Wed 01/31/2007 11:55

Victim	Offense
KEYSTONE HEIGHTS HIGH	GRAND THEFT - VALUE 300 TO 4,999

On 01-31-2007 I was dispatched to 6770 County Road 315 (McRae Elementary School) in reference to a Theft. Upon my arrival I made contact with the principal, Marcus Dooley(RP).

M. Dooley stated that a teacher named Linda McGhghy(IO) came and told him that her Projector was not in the classroom where she left it. L. McGhghy advised the last time she had saw the Digital Projector was on 01-26-2007 at the end of the school day. L. McGhghy said the Digital Projector is always inside her classroom near her desk. L. McGhghy stated that no other teacher has asked to use it and that she has asked the teachers near her classroom and none of them have seen the Projector anywhere. M. Dooley advised that the projector cost \$909.00, but could not provide any serial numbers.

I did not attempt to locate latent prints due to the school being in session for the last three days and numerous teachers and children have touched and handled L. McGhghy`s desk were the Projector was located. I observed the exterior of the classroom and was unable to locate any signs of forced entry. M. Dooley stated that at least 10 employees have a key to L. McGhghy`s classroom.

This case is transferred to Y.R.U.