

Middleburg Elementary School



3958 Main St
Middleburg Fl 32068
Phone: 904-291-5485 Fax: 904-291-5481



Becky Wilkerson
Principal

"Nothing Less Than the Best"

Amy Rugen
Assistant Principal

To: Clay County School Board Members
From: Amy Rugen, Assistant Principal *ARR*
Date: August 18, 2011
VIA: Robert Johnson, Property Control Coordinator

We are purchasing a copier and would like to trade-in an old one. The information is as follows:

Copier to be Traded-In:

Model: Ricoh Aficio 1055 (J5798) Serial # J5320900508
CCSB Number 68346
Acquisition Date: 11-20-02
Acquisition Cost: ~~\$9,309.00~~ 17,145.00 Rq 8/31/11
Reason for Trade-In Age of Copier and Unavailability of Parts for Repairs
Allowance for Trade-In: RECONDITIONED COPIER; First 5,000 copies are free for trade in, no carryover to next school year.

Copier to be purchased:

Model: MP2000R Digital Copier, DF ARDF2010 Document Feeder, Cabinet FAC16
Features: 20 Copies per minute, reproduction/enlargement, duplexing
Maintenance: To include all parts, labor, service calls and supplies except paper. Based annual charge of \$200.00 includes 20,000 copies excess copies at \$.012 per copy.
Cost: \$750.00
Method of Payment: Purchase Order (University of Florida ITN07DD-162YC)

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: Robert Johnson
FROM: Jeanne Jones
DATE: August 25, 2011
RE: Request for Permission to Trade-In Property

Trade-In Item:

Description of Item: Copier: RICOH Aficio 1060
Property Numbers: 00078586
Serial Numbers: J4235200082
Acquisition: \$11851.00
Acquisition Date: 5/22/2003
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 MP6001 Digital Copier and tray type 2075
Vendor: Copyfax
Cost of New Equipment: Duplicator - \$6341.00
Copy Tray Type 2075 - \$71.00
Total Cost: \$6412.00
(University of Florida ITN07DD-162YC)
Method of Payment: Budgeted Funds
Requisition - #12023

To: Robert Johnson, Property Coordinator

From: Dee Dee Phillips

RE: Trade in of a Ricoh Copy Machine

Date: July 19, 2011

Our Ricoh copier, CCSB Property # 74919 has reached the point that parts are no longer available and/ or the cost is more than the value of the unit for repair. We have negotiated a trade in on a new copier with COPYFAX.

Trade In:

Description	Aficio 1055
Property Number	74919
Serial number	J5331200394
Acquisition Cost	\$8450.00 10,064.00 RA 8/31/11
Acquisition Date	February 18, 2004
Allowance for trade in	25,000 Free Copies for trade in of J6748
Purchase Order	00063188
Reason for trade in	No longer under warranty, parts are no longer available
Item to be Purchased:	Ricoh MP6001 Digital Copier
Description:	60 Prts per min, included all parts, labor, service calls, supplies including toner & developer (excluding paper)
Vendor	COPYFAX
Cost of New Copier	\$6412.00
Method of Payment	0100.5100.0641.0531.0000 Funds replaced with internal check from PFA

To: Robert Johnson, Property Coordinator

From: Dee Dee Phillips

RE: Trade in of a Ricoh Copy Machine

Date: July 19, 2011

Our Ricoh copier, CCSB Property # 74920 has reached the point that parts are no longer available and/ or the cost is more than the value of the unit for repair. We have negotiated a trade in on a new copier with COPYFAX.

Trade In:

Description	Aficio 1055
Property Number	74920
Serial number	J5331000153
Acquisition Cost	\$8450.00 10,064.00 8/31/11, Rq
Acquisition Date	February 18, 2004
Allowance for trade in	25,000 Free Copies for trade in of J6625
Purchase Order	00063188
Reason for trade in	No longer under warranty, parts are no longer available
Item to be Purchased:	Ricoh MP6001 Digital Copier
Description:	60 Prts per min, included all parts, labor, service calls, supplies including toner & developer (excluding paper)
Vendor	COPYFAX
Cost of New Copier	\$6412.00
Method of Payment	0100.5100.0641.0531.1581