

SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: RVE 0401

ITEM TO TRADE IN: (The required information can be found on the TERMS database if applicable)

Description of Item: Ricoh - Digital copier Property Number: 92292

Serial Number: L7775900727 Model: AF1110 MP5500

Acquisition Date: 1/24/2008 Current Value: \$ 8878.00

Allowance for trade-in (Provided by vendor): First 50,000 copies free for trade-in

Reason for trade-in: Parts (no longer available); Current condition (item unusable)

Repair (not cost effective) Other: _____

ITEM TO BE PURCHASED: none - rental

Description of Item: Ricoh-copier w/fax Model: MP5054SP

Vendor: Ricoh USA c/o Copyfax Cost: \$ 1252.92/yr.

Method of Payment: District Funds - Budget Line: 0100-5100-0360-0401-1524

OR Internal Accounts - Activity Account Name/Number: _____

J. McHugh-Clark
Report Prepared By (Type Name)

Email to
Principal/District Administrator

[Signature]
Principal/District Administrator's Signature

Submit to
Property Control

7/30/15
Date

SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: RVE 0401

ITEM TO TRADE IN: (The required information can be found on the TERMS database if applicable)

Description of Item: Ricoh photocopier Property Number: 11000008

Serial Number: N710040020 Model: DX4545

Acquisition Date: 8/12/2010 Current Value: \$ 3314.00

Allowance for trade-in (Provided by vendor): 3 years free maintenance

Reason for trade-in: Parts (no longer available); Current condition (item unusable)

Repair (not cost effective) Other: _____

ITEM TO BE PURCHASED: NOT REPLACING, ASSOCIATED WITH
Description of Item: _____ Model: COPIER 92292 - Double Trade-In (RN)

Vendor: _____ Cost: \$ _____

Method of Payment: District Funds - Budget Line: _____

OR Internal Accounts - Activity Account Name/Number: _____

J. McHugh-Clark
Report Prepared By (Type Name)

Email to
Principal/District Administrator

[Signature]
Principal/District Administrator's Signature

Submit to
Property Control

7/30/15
Date

SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0411-CHE

ITEM TO TRADE IN: (The required information can be found on the TERMS database if applicable)

Description of Item: Ricoh Aficio Copier Property Number: 00085201

Serial Number: M5485100986 Model: MP4000B

Acquisition Date: 06/26/2008 Current Value: \$4109.00

Allowance for trade-in (Provided by vendor): First 50,000 Prints Free

Reason for trade-in: Parts (no longer available); Current condition (item unusable)

Repair (not cost effective) Other: _____

ITEM TO BE PURCHASED:

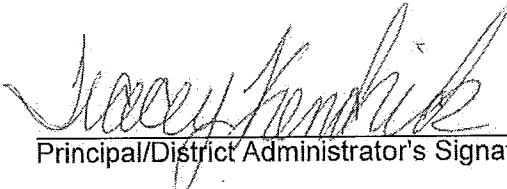
Description of Item: Ricoh Digital Copier Model: MP60545P

Vendor: CopyFax Cost: \$7594.00

Method of Payment: District Funds - Budget Line: 0100-5100-0641-0411-1526 / 0420-5100-0641-0411-4016

OR Internal Accounts - Activity Account Name/Number: _____

Nancy Rysak
Report Prepared By (Type Name)


Principal/District Administrator's Signature

Aug 17, 2015
Date

Email to
Principal/District Administrator

Submit to
Property Control

**SCHOOL BOARD OF CLAY COUNTY
TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9111-INST DIVISION

ITEM TO TRADE IN: (The required information can be found on the TERMS database if applicable)

Description of Item: Copier: W/Finisher & 3 hole punch Property Number: 00089894

Serial Number: L8265500104 Model: Aficio 2075S

Acquisition Date: 10/03/2006 Current Value: \$

Allowance for trade-in (Provided by vendor): 50,000 Copies

Reason for trade-in: Parts (no longer available): Current condition (item unusable)

Repair (not cost effective) Other: CopyFax will no longer provide a Maintenance Agreement

ITEM TO BE PURCHASED:

Description of Item: Ricoh Digital Copier Model: MP7502SP

Vendor: Ricoh / CopyFax Cost: \$10,151

Method of Payment: District Funds - Budget Line: Multiple

0421.5100.0641.9104.4054
0100.6300.0641.9015.1393
0100.6300.0641.9007.6000
0420.6400.0641.9009.4026
0100.6300.0641.9111.6000

OR Internal Accounts - Activity Account Name/Number:

Michelle M. Larson
Report Prepared By (Type Name)


Principal/District Administrator's Signature

8/11/2015
Date

Email to
Principal/District Administrator

Submit to
Property Control