

W. E. CHERRY ELEMENTARY SCHOOL

420 EDSON DRIVE
ORANGE PARK, FLORIDA 32073
(904) 278-2050
FAX (904) 278-2056
<http://www.clay.k12.fl.us/wec>

ANGELA WHIDDON
PRINCIPAL

TRACEY FINLEY
ASSISTANT PRINCIPAL

TO: Philip Hans
FROM: Tracey Finley
DATE: September 7, 2006
RE: Duplicator – Trade-In

We have purchased a new duplicator and would like to trade in the old one.
Information on both machines is as follows:

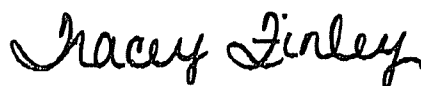
Duplicator to be traded in:

Ricoh – Afico 2035
Serial # 5k100004567
CCSB # 80601
Acquisition Cost - \$5285.00
Trade in allowance – 75,000 free copies (see attached proposals)

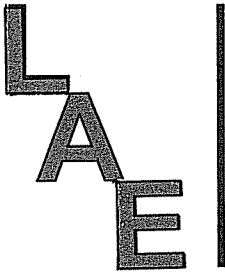
Duplicator to be purchased:

Ricoh- Afico 3035
Cost - \$9950
And
Ricoh – Afico 3025
Cost - \$5700

PO# 84366
Thank you for your consideration in this matter.



Tracey Finley
Assistant Principal



Lake Asbury Elementary School

2901 Sandridge Road
Green Cove Springs, Florida 32043

Main Office: 291-5440 • Guidance: 291-5442 • Clinic: 291-5445 • Cafeteria: 291-5443

Fax Number: 291-5444



Dale R. Eichhorn
PRINCIPAL

Ryan Widdowson
ASSISTANT PRINCIPAL

September 6, 2006

Mr. Phil Hans,

We have purchased a new copier and would like to trade in the old one. Information on both machines as follows:

Old machine to be traded in:

RICOH AFICIO 350E Serial: J4648 CCSB#76101

PURCHASED: December 2000

COST: \$6190.00

TRADE IN ALLOWANCE: Free maintenance, 25,000 copies

REASON FOR TRADE IN: Machine no longer works

New copier that has been purchased

RICOH AFICIO 3035 DIGITAL COPIER WITH AUTO
DOCUMENT FEEDER Serial: 60601309 CCSB#91256

VENDOR: COPYFAX

METHOD OF PAYMENT: PO # 7002194

COST: \$5472.00

Thank you,

A handwritten signature in cursive script, appearing to read 'Dale R. Eichhorn'.

Dale R. Eichhorn



AN EQUAL
OPPORTUNITY EMPLOYER



David L. Owens
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street
Green Cove Springs, Florida 32043
Telephones:
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BOARD MEMBERS:

Carol Vallencourt
District 1
Carol Studdard
District 2
Charles Van Zant, Jr.
District 3
Wayne Bolla
District 4
Lisa Graham
District 5

TO: Phil Hans, Coordinator of Property Control
FROM: Denise Adams, Assistant Superintendent for Instruction
RE: COPIER – TRADE-IN
DATE: September 7, 2006

A handwritten signature in cursive script, appearing to read "Denise", is written over the "FROM:" line of the memo.

We have purchased a new copier and would like to take in the old one. Information on both machines is as follows:

Copier to be traded in:

Minolta EP6001 – ID# L0602, CCSB#63239, Serial #317328

Acquisition Date: May 14, 1998

Acquisition Cost: \$12,227.35

Allowance for Trade In: \$1264

Reason for Trade-In: Maintenance costs too high, parts hard to get because of age of machine and the need for a copier/scanner

Copier to be purchased:

Ricoh Aficio 7500S/P, ID# J8193, CCSB#~~89897~~, Serial #L8265500104

SR970 Finisher, Serial #K6260500007

Vendor: Copyfax

Method of Payment: CCSB P. O. #07001278

Cost: \$16,995.00