

**PROPERTY CONTROL  
ASSET TRADE-IN REQUEST**

**Phone: (305) 348-2167**

**Fax: (305) 348-1936**

**E-mail: [property@fiu.edu](mailto:property@fiu.edu)**

TO: University Property Board of Survey

From: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Name: \_\_\_\_\_

<b>Cost Center</b>			
Activity Nbr: _____	Cost PID: _____	Task: _____	Budget Ref: _____
<b>Optional fields, use if applicable:</b>			
<b>Cost PID</b> - To track expenses related to faculty allocations.			
<b>Task</b> - To track expenses that have a similar purpose as assigned, for example Critical Investments.			
<b>Budget Ref</b> - To track specific years for Financial Aid and COM only.			
<b>OR</b>			
Project: _____	Fund: _____		
<b>Optional field, use if applicable:</b>			
<b>Fund</b> - To be used for Cost Share only			

Request for permission to **TRADE-IN** equipment that is unserviceable and uneconomical to repair. Since the equipment still has TRADE-IN value, the University for similar or new equipment will accept the best offer.

The following information is supplied as required:

1. Description: \_\_\_\_\_
2. Manufacturer: \_\_\_\_\_
3. Model: \_\_\_\_\_
4. Serial No: \_\_\_\_\_
5. Age: \_\_\_\_\_
6. Condition: \_\_\_\_\_
7. Tag No: \_\_\_\_\_
8. Location: \_\_\_\_\_
9. Contact Person: \_\_\_\_\_
10. Date of Transaction: \_\_\_\_\_
11. Trade-In Quote: \_\_\_\_\_
12. Acquisition Cost: \_\_\_\_\_
13. Sanitized By: \_\_\_\_\_ Date: \_\_\_\_\_
14. MSCID#: \_\_\_\_\_

Because of the urgent need for replacement, it is considered that in the best interest of the University, the Trade-In be accomplished at the present time. The University Property Board of Survey will be advised of the particulars of the transaction at the next meeting.

Approved for Trade-In Survey \_\_\_\_\_

**Return completed form to:**  
**PROPERTY CONTROL**  
**MODESTO MAIDIQUE CAMPUS, CSC-1140**  
**Office: (305) 348-2167 Fax: (305) 348-1936**  
**Email: [property@fiu.edu](mailto:property@fiu.edu)**