

**PROPERTY CONTROL
TRADE-IN REQUEST**

TO: University Property Board of Survey
From:
Date: _____
Dept. No. _____
Dept. Name: _____

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: _____

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 _____