

PEMBROKE

Fixed Asset Trade-In Approval Form

Before completing this form, please read the instructions. This form is to be completed by the responsible department and forwarded for signatures. When all signatures are obtained, please send finalized form to the Fixed Assets Office.

WE ARE REQUESTING APPROVAL TO TRADE-IN THE FOLLOWING ITEM (TO BE FILLED OUT BY DEPARTMENT)

Name of Equipment: _____

Description of Item: _____

University Tag #: _____ Original Purchase Price (Total): _____ PO#: _____

Date of Purchase: _____ Current Condition: _____

Vendor Offering Trade-In Allowance: _____

Name of Replacement Item: _____

Description of Replacement Item: _____

Please give a brief statement indicating the advantage to trade-in versus other disposal options: _____

Department Request

(Department Head) _____ Printed Name _____ Date _____

Phone: _____ Signature _____

TO BE COMPLETED BY PURCHASING OFFICE

Total Cost of Replacement Item: _____ Amount of Trade-In Allowance: _____

Final Purchase Price: _____

Purchasing Officer Approval

_____ Printed name _____ Date _____

Phone: _____ Signature _____

Fixed Assets Officer Approval

_____ Printed Name _____ Date _____

Phone: _____ Signature _____

State Surplus Property Officer

_____ Printed Name _____ Date _____

Circle one: **Approved** **Denied (Reason will be given):** _____

Phone: _____ Signature _____