



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
2/01/92

REVISION
4

PAGE
E2-430.0

SUBJECT

PURCHASING

SUB-TOPIC

TRADE-IN OF EQUIPMENT

If a department wishes to trade old or used equipment for a new item, a complete description of the old item must be shown on the purchase requisition to include:

- UTD Property Number
- Serial Number
- Model Number
- Brand Name
- Age
- Condition
- Realistic Estimate of Value

Requisitions of this type must be approved by the Property Administrator or his/her designated alternate prior to being forwarded to the Purchasing Department. Once received, Purchasing will initiate appropriate measures to secure a trade-in allowance toward the purchase of a new item (see Exhibit E21).

NOTE: Trade-in of equipment may not be accomplished when purchasing state contract merchandise utilizing state funds.