



## TRADE-IN AUTHORIZATION REQUEST

Instruction: Complete form and save as attachment for a new requisition in Workday DATE \_\_\_\_\_

Cost Center: \_\_\_\_\_

Permission is requested to trade-in the asset(s) listed below.

CAE Tag No. or Asset ID	Description	Serial No.	Model No.	Condition*	Acq. date	Cost
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_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**\*CONDITION:**

G = Good - Functionally operational, little or no repair required.

F = Fair - Limited repairs not over 25% of acquisition cost required.

P = Poor - Necessary repairs exceed 25% of acquisition cost.

A trade-in allowance of \$\_\_\_\_\_ is offered on the above listed Business Asset(s) toward the purchase of the following:

Description \_\_\_\_\_

\_\_\_\_\_

Price of new asset(s): \$ \_\_\_\_\_

\_\_\_\_\_

Requisition No.

\_\_\_\_\_

Designated Worktag

\_\_\_\_\_

Spend Category

We believe this trade-in to be in the best interest of the State and this Institute.

Signed: \_\_\_\_\_

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

Cost Center Head / Cost Center Manager

Cost Center: \_\_\_\_\_

### FOR USE BY OTHER DEPARTMENTS ONLY

**Purchasing**

**Property Control**

Approved ( )

Approved ( )

Denied ( ) Reason: \_\_\_\_\_

Denied ( ) Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_