



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
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

***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
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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

Approved ()

Denied () Reason: _____

Property Control

Approved ()

Denied () Reason: _____

Signed: _____

Signed: _____