

Arkansas State University

Request to Trade Current Inventory for New Items

Date: _____

I am requesting the trade of the following Arkansas State University-Jonesboro property:

Item Description	Brand/Model	Serial Number	Tag Number	Trade-In Value	Date Acquired

Is the item(s) currently working and fully functional? Yes No

The item(s) will be traded in on the purchase of: _____

Employee Requesting Trade-In of Equipment

Name: _____ ID Number: _____

Department: _____ Building/Room: _____

Email Address: _____ Work Phone: _____

Required Signatures

Employee Requesting Trade-In:

Print Name Title Signature Date

Chair/Supervisor:

Print Name Title Signature Date

Dean/Department Administrator:

Print Name Title Signature Date

Procurement Services:

Signature Date

Property Accounting:

Signature Date

All departmental signatures must be completed prior to submitting to Property Accounting.

Send the original form to Hunter Lewis in the Administration Building, Property Accounting. Equipment items will remain on departmental equipment inventory until this form has been received. For more information, contact Hunter at extension 8449.