

Trade-In of University Assets

In order to request permission from the State Surplus Property Office to allow NC State University to trade in NC State University property, please follow these steps:

1. Obtain a written vendor quote for the replacement item(s)
2. Complete the form below.
3. Enter a requisition for the replacement item(s)
 - a. Attach the vendor quote
 - b. Attach the completed Trade-in form
4. Route the requisition for approval
5. Purchasing will forward request to SSPO
6. Once the PO has been completed and trade-in approved, department will be given instructions to retire the asset(s) from their CAMS inventory

Information for Trade-in Request:

Description of item(s)

Project ID (used for funding) and CAMS#

Current Condition of the equipment

Original Purchase price total

Date of Purchase(s)

Name of Vendor Offering Trade-in Allowance

Requisition number for the replacement item(s)

Price of replacement item before allowance

Amount of Trade-In Allowance

Final Purchase Price of the replacement item(s)

Brief justification for trading property in versus selling to the public

(Example: *This trade in allowance will allow NC State to reduce the equipment replacement and maintenance expenditures for FY 2017.*)