

**PROPERTY MANAGEMENT
REQUEST for TRADE-IN**

When Requesting Approval to Trade
Current Inventory for New Items
Send Completed Form to:
Property Management Office
204 Bryan

Date _____

Department _____

Account Number _____

I would like to request the trade of the following Arkansas Tech University property:

Tag Number	Description	Current Location	Trade-In Value	PMO ONLY

Is the item currently working and fully functional? _____

The item will be traded in on the purchase of _____

The new item is found in Purchase Order Number _____

By completing this form I understand that I cannot commit or release this item for trade-in without written approval from the Property Management Office.

Dean or Department Head _____

Signature