

PROPERTY/EQUIPMENT REQUEST
REQUEST FOR TRADE-IN

Date _____
 Department _____
 Index _____
 Fund _____
 Organization _____
 Account _____
 Program _____
 Request Made By _____
 Phone _____
 Email _____

When Requesting Approval to Trade
 Current Inventory for New Items send
 Completed Form to:
 Administrative Services
 Browning Hall 1st Floor East
 1505 N Boulder Ave
 Russellville, AR 72801
admins@atu.edu

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

Tag Number	Description	Qty.	Current Location	Trade-In Value	Serial Number For Equipment 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 Administrative Services.

Dean or Department Head _____

Signature