

Arkansas State University
Request to Trade Current Inventory for New Items

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

ASU Tag Number	Item Description	Serial Number	Manufacturer

General condition of item(s) to be traded in: _____

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

Reason for trade in: _____

Employee Name: _____

E-mail address: _____ Phone: _____

Employee Signature: _____ Date: _____

This form should be submitted to Property Accounting (ajones@astate.edu and jriles@astate.edu) and approval must be received from the Arkansas Department of Finance & Administration (DFA) Marketing & Redistribution (M&R) office prior to entering a requisition for any new item.

Property Accounting will return this form once approved. The form and approval from DFA should be included with the requisition back up.

Property Accounting review: _____ Date: _____