

REQUEST FOR TRADE-IN DOCUMENT

Page 1 of _____

MMO USE ONLY

Trade-In Approved __Y __N

To: Materials Management Office
 1201 Main Street, Suite 600
 Columbia, SC 29201

 Approving Authority's Signature

 Date

1. Agency Name _____ Street _____
 City, State, Zip Code _____
2. Requestor's Name _____ Telephone No. _____
 Title _____ Fax No. _____
3. Location of Property _____
4. Agency Contact Person for Viewing Property _____ Telephone No. _____
5. Is trade-in to be applied to a sole source procurement? ____Y ____N
6. New Property Being Purchased? _____

Commodity Code (A)	Description (B)	Year Purchased (C)	Make (D)	Model Number (E)	Serial Number (F)	Unit of Measure (G)	Acquisition Cost Per Unit (H)	Total (I)	Condition of Property* (J)	Trade-in Value Offered (K)

(Attach separate sheet if necessary)

Total \$ _____
 (L)

*Condition of Property

1. New or no repairs necessary.
2. Used - Repairs of 10% or less of AC necessary.
3. Used - Repairs of 11% to 50% of AC necessary.
4. Used - Repairs of 51% to 75% of AC necessary.
5. Used - Spare parts only.