



TRADE-IN REQUEST FORM

The State Marketing & Redistribution center (M&R) in Little Rock oversees the redistribution and sale of state surplus property between state agencies, tax-supported entities, not for profit, and to the public for the purpose of promoting and ensuring effective utilization of surplus state property. All equipment trade-ins must be pre-approved by (M&R).

Instructions:

This form is used to communicate trade-in information and request approval. Complete the following areas:

SUPPLIER

Supplier Name	
Mailing Address	
City, State & Zip	

ITEM(S) REQUESTED

Product Description	
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Sole Source? Yes No

If yes, attach additional justification statement from supplier.

TRADE-IN ALLOWANCE

Photo of the Item is Required (Attach with this form)	
Trade-In Item Make and Model	
UA Tag Number	
Serial Number	
Condition (Good, Fair, Poor, Bad)	
Original Price Paid	
Date of Purchase	
Location of Asset	
Justification for Trade	

NET COST

Quantity (total quantity of items being purchased)	
Pre-Trade-In Value (total cost <u>before</u> trade-in)	
Total Trade-In Value (total value of item(s) described in Trade-In Allowance section above)	
Net Unit Price (pre-trade-in value minus total trade in value divided by quantity) Example: \$300 (Pre-Trade in total cost) - <u>\$100</u> (Trade-In Value) \$200 \$200 / 4 (Quantity) = \$50 (Net Unit Price)	

For questions, please contact the [Procurement Coordinator](#) for your department.



ADDITIONAL/MULTIPLE TRADE-IN ITEMS

This form to be completed and attached with the Trade-In Request form if trading in more than one item.

(1)

Photo of the Item is Required (Attach with this form)	
Trade-In Item Make and Model	
UA Tag Number	
Serial Number	
Condition (Good, Fair, Poor, Bad)	
Original Price Paid	
Date of Purchase	
Location of Asset	
Justification for Trade	

(2)

Photo of the Item is Required (Attach with this form)	
Trade-In Item Make and Model	
UA Tag Number	
Serial Number	
Condition (Good, Fair, Poor, Bad)	
Original Price Paid	
Date of Purchase	
Location of Asset	
Justification for Trade	

(3)

Photo of the Item is Required (Attach with this form)	
Trade-In Item Make and Model	
UA Tag Number	
Serial Number	
Condition (Good, Fair, Poor, Bad)	
Original Price Paid	
Date of Purchase	
Location of Asset	
Justification for Trade	

(4)

Photo of the Item is Required (Attach with this form)	
Trade-In Item Make and Model	
UA Tag Number	
Serial Number	
Condition (Good, Fair, Poor, Bad)	
Original Price Paid	
Date of Purchase	
Location of Asset	
Justification for Trade	