

REQUEST FOR TRADE-IN DOCUMENT

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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.