



TO: Robert A. Riddle, State Surplus Property Officer,
Division of Surplus Property **Fax 919-854-2275**

FROM: Bryan Haynes, Purchasing/Equipment Clerk
Fax 336-734-7351

DATE:

RE: Trade-in Approval Request

We are requesting approval to trade-in the following item(s):
Description of Item(s) to be traded in-

- FAS # (if applicable)-834-
- Original Purchase price total-\$
- Date of Purchase(s)-
- Current Condition-

- Name of Vendor Offering Trade-in Allowance-
- Description of Replacement Item-
- Price of Replacement Item Before Allowance-\$
- Amount of Trade-In Allowance-\$
- Final Purchase Price-\$

Advantage, Justifying Trade-in over other disposal options (Please give a brief statement indicating the advantage to trade-in versus other disposal options)

Name of Authorized Agency Approver-
Title-
Telephone Number-
FAX Number-

_____ Date: _____

Name of Authorized Agency Approver

APPROVED DENIED (Reason will be given)

_____ Date: _____

State Surplus Property Officer