

**PROPERTY INVENTORY
ASSET TRADE-IN REQUEST**

Phone: (305) 348-2167

Fax: (305) 348-1936

E-mail: property@fiu.edu

TO: University Property Board of Survey

From: _____

Date: _____

Dept. Name: _____

Cost Center			
Activity Nbr: _____	Cost PID: _____	Task: _____	Budget Ref: _____
Optional fields, use if applicable:			
Cost PID - To track expenses related to faculty allocations.			
Task - To track expenses that have a similar purpose as assigned, for example Critical Investments.			
Budget Ref - To track specific years for Financial Aid and COM only.			
OR			
Project: _____	Fund: _____		
Optional field, use if applicable:			
Fund - To be used for Cost Share only			

Request for permission to **TRADE-IN** equipment that is unserviceable and uneconomical to repair. Since the equipment still has TRADE-IN value, the University for similar or new equipment will accept the best offer.

The following information is supplied as required:

1. Description: _____
2. Manufacturer: _____
3. Model: _____
4. Serial No: _____
5. Age: _____
6. Condition: _____
7. Tag No: _____
8. Location: _____
9. Contact Person: _____
10. Date of Transaction: _____
11. Trade-In Quote: _____
12. Acquisition Cost: _____
13. Sanitized By: _____ Date: _____
14. MSCID#: _____

Because of the urgent need for replacement, it is considered that in the best interest of the University, the Trade-In be accomplished at the present time. The University Property Board of Survey will be advised of the particulars of the transaction at the next meeting.

Approved for Trade-In Survey _____

**Return completed form to:
PROPERTY CONTROL
MODESTO MAIDIQUE CAMPUS, CSC-1140
Office: (305) 348-2167 Fax: (305) 348-1936
Email: property@fiu.edu**