

Property Control System Manual (PCS)

PCS 1006: Trade-In of Equipment

Effective: 1/27/1993

Revised: 3/1/2021

Purpose

To define a policy for the trade-in of university-owned equipment

Sources

Purchasing and Business Services

Policy

Department personnel wishing to trade in university-owned [capital equipment](#) must submit a Trade-In Authorization (TIA) form to Capital Asset Management (CAM).

Sponsor-owned equipment cannot be traded in without approval from the sponsor. If ownership is unknown, contact CAM prior to trade in.

Trade-in values that are substantially less than the market value of the equipment are prohibited.