Property Control System Manual (PCS)

PCS 1006: Trade-In of Equipment

**Effective:** 1/27/1993  
**Revised:** 3/1/2021

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**Purpose**

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

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**Sources**

Purchasing and Business Services

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**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.