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# Property Control System Manual (PCS)

Effective: 1/27/1993

Revised: 7/1/2012



## PCS 1006: Trade-In of Equipment

### Purpose

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

### Sources

- Property Control
- Purchasing and Business Services

### Policy

Department personnel wishing to trade in university-owned [capital equipment](#) must submit a Trade-In Authorization (TIA) form. Sponsor-owned equipment cannot be traded in. If ownership is unknown, contact Property Control. Trade-in values that are substantially less than the market value of the equipment are prohibited.

### Procedure

The department completes a TIA and submits it to Property Control. Property Control removes any ASU Property Control tags before the equipment leaves the university and retires the assets in the Property Control database.

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