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.