

## REQUEST FOR TRADE-IN DOCUMENT

Trade-In Approved    Y    N

To: SC Surplus Property  
 1441 Boston Ave.  
 West Columbia, SC 29170

\_\_\_\_\_  
 Approving Authority's Signature

\_\_\_\_\_  
 Date

1. Agency Name \_\_\_\_\_ Street \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_
2. Requestor's Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Title \_\_\_\_\_ Fax No. \_\_\_\_\_
3. Location of Property \_\_\_\_\_
4. Agency Contact Person for Viewing Property \_\_\_\_\_ Telephone No. \_\_\_\_\_
5. Is trade-in to be applied to a sole source procurement?    Y    N
6. New Property Being Purchased? \_\_\_\_\_

Commodity Code (A)	Description (B)	Year Purchased (C)	Make (D)	Model Number (E)	Serial Number (F)	Unit of Measure (G)	Acquisition Cost Per Unit (H)	Total (I)	Condition of Property* (J)	Trade-in Value Offered (K)

(Attach separate sheet if necessary)

**\* Condition of Property**

1. New or no repairs necessary.
2. Used-Repairs of 10% or less of AC necessary.
3. Used-Repairs of 11% to 50% of AC necessary.
4. Used-Repairs of 51% to 75% of AC necessary
5. Used-Spare parts only.

Total \$ \_\_\_\_\_  
 (L)