## GEORGIA INSTITUTE OF TECHNOLOGY TRADE-IN AUTHORIZATION REQUEST

Cost Center:						
ermission is requested	d to trade-in the asset(s) lis	ted below.				
CAE Tag No. r Asset ID	Description	Serial No.	Model No.	Condition*	Acq. date	Cos
				·		
				·		
CONDITION:	erational, little or no repair require	od.				
= Fair - Limited repairs no	ot over 25% of acquisition cost req					
= Poor - Necessary repairs	s exceed 25% of acquisition cost.					
trade-in allowance o	of \$is	offered on the above listed	d Business Asse	et(s) toward th	ne purchase	of th
escription						
rice of new asset(s):	\$					
Price of new asset(s):	\$					
Price of new asset(s):	\$Requisition No.	Designated Work	rtag	Spend	l Category	
		Designated Work		Spend	d Category	
Ve believe this trade-i	Requisition No.  n to be in the best interest of	Designated Work of the State and this Institu Date	ıte.	Spend	l Category	
/e believe this trade-i	Requisition No.	Designated Work of the State and this Institu Date	ıte.	Spend	d Category	
Ve believe this trade-i igned:  Cost Center	Requisition No.  n to be in the best interest of	Designated Work of the State and this Institu Day ger	ıte.	Spend	l Category	
Ve believe this trade-i igned:  Cost Center	Requisition No.  n to be in the best interest of the result of the resul	Designated Work of the State and this Institu Day ger	ite.		d Category	
Ve believe this trade-i igned:  Cost Center	Requisition No.  n to be in the best interest of the result of the resul	Designated Work of the State and this Institu Dat	te:  TMENTS ONI		l Category	
Ve believe this trade-i igned:  Cost Cente cost Center:	Requisition No.  n to be in the best interest of the result of the resul	Designated Work of the State and this Institu Date ger  SE BY OTHER DEPART	te:  TMENTS ONI		d Category	
Te believe this trade-ingred:  Cost Cente  ost Center:  curchasing  approved ( )	Requisition No.  n to be in the best interest of the result of the resul	Designated Work of the State and this Institu  Dat ger  SE BY OTHER DEPART  Property C  Approved (	te:  TMENTS ONI	·······································		
Ve believe this trade-i igned:  Cost Cente fost Center:  Curchasing Approved ( )	Requisition No.  In to be in the best interest of the rest of the	Designated Work of the State and this Institu  Dat ger  SE BY OTHER DEPART  Property C  Approved (	TMENTS ONL	·······································		
Ve believe this trade-i igned:  Cost Cente  Cost Center:  Purchasing  Approved ( ) Denied ( ) Reason:	Requisition No.  In to be in the best interest of the rest of the	Designated Work of the State and this Institu  Dat ger  SE BY OTHER DEPART  Property C  Approved (  Denied (	TMENTS ONL	X		

INVENTORY FORM No. 5