



**STATE OF ARKANSAS**  
**Department of Finance**  
**And Administration**

**OFFICE OF STATE PROCUREMENT**  
**Marketing and Redistribution**

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## Trade-In Request Form

**Commodity:** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Inventory Tag No.:** \_\_\_\_\_

**Serial No.:** \_\_\_\_\_

**Model No.:** \_\_\_\_\_

**Date Purchased:** \_\_\_\_\_

**Original Acquisition Amount:** \_\_\_\_\_

**Amount of Trade-In Allowance:** \_\_\_\_\_

**Company Trade will be with:** \_\_\_\_\_

**General Condition:** \_\_\_\_\_

(Please Select One): 1. Operable, good working Inoperable, poor condition 2. Obsolete, fair working Inoperable, poor condition 3. Inoperable, poor Inoperable, poor condition

**Rational for Trade-In:**  
\_\_\_\_\_

**E-Mail Address:** dacurtis@uada.edu

**Agency Name and No.:** #0135 - UADA

**Authorized Requestor's Name:** Danya Curtis

**Business Phone:** 4795029709

**Authorized Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Denied Reason:** \_\_\_\_\_

**M&R Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**R2: 19-11-242 (A) (7)**

Surplus commodities may be traded in when the Marketing and Redistribution Manager determines that the trade-in value is expected to exceed the value estimated to be obtained through the sale of the commodity less administrative expenses incurred during a sale.