

UAMS

Equipment Trade-In Request

Date of request:

From: Amber Gutierrez, APO
Director, Strategic Sourcing

To: State of Arkansas Marketing & Redistribution

Item being traded description:

Manufacturer:

UAMS Property Tag Number:

Serial Number:

Model Number:

Date Purchased:

Original Purchase \$:

Value of Trade-In
Allowance:

Original Purchase Order
Number:

Company accepting trade

Condition of Item (please check one):

- Inoperable or Poor Condition
 Operable - Good Condition Not Needed
 Obsolete - Fair Condition

Rationale for Trade:

Purchase Requisition Number for Trade-In:

UAMS Department Contact:

Contact Phone Number:

E-mail: