

# UAMS

## Equipment Trade-In Request

Date of request:

From: Suzanne Homsley, APO  
Director, Procurement

To: State of Arkansas Marketing & Redistribution

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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:

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Purchase Requisition Number for Trade-In:

UAMS Department Contact:

Contact Phone Number:

E-mail: