

Trade-In Request Form

The “**Trade-In Request Form**” shall be used by State of Alaska departments for reporting excess State of Alaska property to be processed via trade-in to a vendor.

Departments shall complete the “Required Information from Submitting State Department” section below and provide the required property information on the “**Trade-In Request Form – Continuation Page.**” Two (2) excess property items can be identified on each continuation page. Multiple continuation pages can be submitted with the Trade-In Request Form.

For “**controlled**” property (fixed asset tracked in the Integrated Resource Information System), departments shall attach the completed Trade-In Request Form, Trade-In Request Form Continuation Page(s), and Media Disposal Assurance Form (if applicable - applies to electronic media) to the fixed asset disposition document (FD) created in the Integrated Resource Information System, for review approval/disapproval by the State Property Manager.

For “**non-controlled**” property (fixed asset not tracked in the Integrated Resource Information System), departments shall e-mail the completed Trade-In Request Form, Trade-In Request Form Continuation Page(s), and Media Disposal Assurance Form (if applicable - applies to electronic media) to the State Property Manager at the following e-mail address for review and approval/disapproval: matthew.moore@alaska.gov.

Note: Excess property shall not be processed via trade-in until approved by the State Property Manager or approved designee.

Required Information from Submitting State Department

Department/Division:

_____ / _____

Department employee submitting request:

Name (print): _____

Title: _____

Phone#: _____

Date request submitted: _____

Total number of excess property items submitted for trade-in:

_____ items

Continued on next page

Statement of need and significant impacts (if any) should the trade-in be denied:

Statement of why the trade-in is in the best interest of the State of Alaska:

Description of new property department will receive, proposed method of purchase (if applicable), estimated purchase price (if applicable), and estimated trade-in allowance:

Name, physical address, and contact information of vendor accepting the trade-in:

Continued on next page

Trade-In Request Form - Continuation Page

State of Alaska departments shall provide the required property information below. Two (2) excess property items can be identified on each continuation page. Departments should use multiple continuation pages if necessary.

Property Description (make, mdl, type): _____
Property Condition (check the appropriate box): Poor <input type="checkbox"/> Fair <input type="checkbox"/> Excellent <input type="checkbox"/>
Property Tag Number (if applicable) : _____ Serial Number (if applicable): _____
IRIS Fixed Asset Number (only applicable if the property is tracked in IRIS): _____
Property Location (provide physical address): _____
Estimated Value of Property:\$ _____

Property Management Office use only

State Property Manager or approved designee approves the excess property item above for trade-in: Yes No Print Name: _____
Signature: _____
Date: _____

Property Description (make, mdl, type): _____
Property Condition (check the appropriate box): Poor <input type="checkbox"/> Fair <input type="checkbox"/> Excellent <input type="checkbox"/>
Property Tag Number (if applicable) : _____ Serial Number (if applicable): _____
IRIS Fixed Asset Number (only applicable if the property is tracked in IRIS): _____
Property Location (provide physical address): _____
Estimated Value of Property:\$ _____

Property Management Office use only

State Property Manager or approved designee approves the excess property item above for trade-in: Yes No Print Name: _____
Signature: _____
Date: _____