|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **STATE PROPERTY TRADE-IN AUTHORIZATION REQUEST** | | |  |  |
| Original-Division of Purchasing | | | **TO: Administrator, Division of Purchasing**  [**purchasing@adm.idaho.gov**](mailto:purchasing@adm.idaho.gov) | | |  |  |
| Copy-Originating Agency | | |  |  | **DISPOSAL NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | Page \_\_\_\_\_ of \_\_\_\_\_ |
|  |  |  |  |  |  |  |  |
| **Permission is hereby requested to trade-in the following property**  In accordance with Idaho Code **67-9223** the agency must submit a written justification supporting the determination that trade-in is the best method of disposal along with this form. ATTACH the written justification to this form, explaining (with documentation) why other methods of disposal will yield a lesser return to the state. | | | | | | | |
|  | Agency Code | Agency Use Field | Tag Number | Quantity | Description of Item | Condition Code | Trade-In Value Offered ($) |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
|  | | |  |  |  |  |  |

Requesting Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED DISAPPROVED

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOP Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_