TO: Capital Assets Accounting Department (CAAD)  
MAIL CODE 0303

Department: ______________________________________

Permission is requested to trade in the equipment listed below.

<table>
<thead>
<tr>
<th>Inventory No.</th>
<th>Description</th>
<th>Serial No.</th>
<th>Model No.</th>
<th>Condition*</th>
<th>acq. date</th>
<th>cost</th>
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*CONDITION:
G = Good - Functionally operational, little or no repair required.
F = Fair - Limited repairs not over 25% of acquisition cost required.
P = Poor - Necessary repairs exceed 25% of acquisition cost.

A trade-in allowance of $______________ is offered on the above listed equipment toward the purchase of the following:

Description: _________________________________________________________________________________________
________________________________________________________________________________________________

Price of new equipment: $______________________

Campus Ref No. _______________________ _______________________ _______________________
P/S Project        Account

We believe this trade-in to be in the best interest of the State and this Institute.

Signed: ___________________________________________  Date: __________________
Department Head

Department: ______________________________________

FOR USE BY OTHER DEPARTMENTS ONLY

Purchasing Department:  
CAAD:

Approved ( )  
Denied ( ) Reason: __________________

Approved ( )  
Denied ( ) Reason: __________________

Signed: _________________________________________  Signed: _________________________________________

INVENTORY FORM NO. 5
Revised 6-2002