

# Fixed Assets Trade-In Form

The **Fixed Assets Trade In form** is used to get approval to trade in any state-owned property on an order. This property could be affixed asset or *any other state-owned property* that is used as credit toward the purchase of another item.

## Creating a Fixed Asset Trade In form

1. Click **forms** on the “Go to:” bar or click **Asset Trade In Form** listed under UNCG FORMS.

The screenshot shows the 'Shopping Dashboard' interface. At the top, there is a blue navigation bar with a search icon on the right. Below this bar, there is a 'Go to:' section with links for 'Favorites', 'Forms', 'Non-Catalog Item', and 'Quick Order'. A red callout box points to the 'Forms' link with the text 'Click here to Access forms....'. To the right of the 'Go to:' section is a 'Browse:' section with links for 'Suppliers', 'Categories', 'Contracts', and 'Chemicals'. Below the navigation bar is a search bar with a magnifying glass icon. The main content area is titled 'Showcases' and contains several sections. The first section is 'NEW!! - Laws, Rules, Policies, Procedures, Training' with a right-pointing arrow. The second section is 'NEW!! - State Term Contracts, University Convenience Contracts, Group Purchasing Orga' with a right-pointing arrow. Below these is the 'UNCG FORMS' section, which is expanded to show four cards: 'Payment Request (Non-PO) Suppliers & Dual Employment', 'SPARTANMART Furniture Purchase Form', 'Sole Source Justification Order ...', and 'Asset Trade In Form'. A red callout box points to the 'Asset Trade In Form' card with the text '...or you can access the form by clicking here'.

2. Go to the **Supplier/Vendor** section of the form and enter the vendor for this order. You can also use the search feature to search for the vendor if needed. (If this is a new supplier, type in “New Supplier” and follow the **New Vendor Ordering** instructions.)

### Supplier / Vendor Information

Please select the appropriate supplier from the list:

Existing Supplier

Enter Supplier \*

Select Supplier



3. Provide trade in information about the property in the **Asset Information** section. This should include the P-tag number if the property is a fixed asset (otherwise enter "n/a"), the property description, and the property trade in value.

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### Asset Information

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Please enter the asset information for the item to be traded in in the fields below:

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P-Tag (Asset Tag) Number (if applicable) \*

Trade in item description: \*

1000 characters remaining

[expand](#) | [clear](#)

Enter the trade in value: \*

4. Provide information about the item you are purchasing in the **Item to be Purchased with Trade In** section. This should include the quantity, the product description, and the value of the item, less the trade in value. An example: the cost of the new item is \$1,280 minus the trade in value -\$240= \$1,0240.

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### Item to be Purchased with Trade In

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Enter the product description for the item you are purchasing. Reduce the cost by the trade in value

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Quantity \*

Enter Packaging/Unit of Measure (ie: 1/EA): \*

Product Description \*

254 characters remaining

[expand](#) | [clear](#)

Unit Price Less Trade in Value: \*

Commodity Code \*

5. Attach any documents that relate to the order. Internal attachments will only be viewed by departmental representatives or purchasing agents, whereas external documents will also be sent to the vendor.

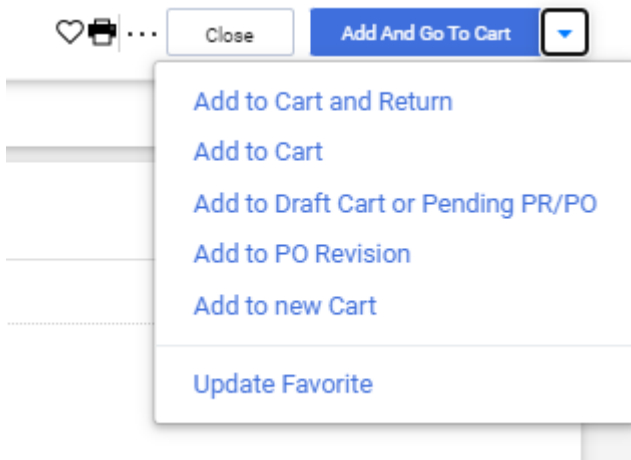
### Attachments

Internal Attachments. Please note that the trade in form must accompany this requisition.

Internal Attachments \* [Add](#)

External Attachments [Add](#)

6. Once you have completed the form, you have several options in the Available Actions dropdown list:



- **Add and go to Cart** – adds the order to your cart and takes you to the cart.
- **Add to Cart and Return** – adds the order to your cart and returns you to a blank form with the same vendor.
- **Add to Cart** – adds the order to your cart and remain in the form.
- **Add to Draft Cart or Pending PR/PO** – if a draft cart or pending cart exists.
- **Add to Favorites** – adds the completed form to your Favorites.

Follow the **Order/Requisition** instructions to complete the order.