

Property Trade-In Request

Complete this form to request credit toward new equipment when you trade in existing PCC equipment. This form must be completed and emailed to Property Control at Central Distribution Services for review.

Once the conditions are met for approval to trade in PCC equipment, CDS will forward the completed form to the Procurement Office and notify the issuing department (see Board Policy B703).

Department to Complete:

Name:

Department:

Date:

Phone:

Division Dean/Department Manager Approval:

Date:

Asset to Be Traded In:

Description:

Make:

Model:

PCC Property Tag # (If Applicable):

VIN/Serial #:

Campus Location:

Property Office to Complete:

Date Request Received:

Reviewed By:

Sent to Purchasing:

Date:

Purchasing to Complete:

Date Received:

Approved By:

Date Department Notified:

Save and email your request to: dennis.gonzalez@pcc.edu