

**Purchasing Department**

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*Purchasing Department*

To: Robert Riddle, State Surplus Property Officer,

 Division of Surplus Property, FAX: 919 854 2275

FROM: Trace Little, CPM, Director of Purchasing

 The University of North Carolina at Greensboro FAX: 336 334 5515

DATE: May 22, 2012

RE: Trade-in Approval Request

We are requesting approval to trade-in the following item(s): (Please list as indicated below)

* **Description of Item(s) to be traded in: CAD PRINTER/TCS400 COLOR/MULTIFUNC/LGFT**
* **Quantity: 1**
* **FAS# (if applicable): N00068048**
* **Original Purchase price total: $22,995**
* **Date of Purchase(s): 5/25/2006**
* **Current Condition: GOOD**

Advantage, Justifying Trade-in over other disposal options (Paragraph)

* **Name of Vendor Offering Trade-in Allowance: TECHNOCOM BUSINESS SYSTEMS, INC.**
* **Description of Replacement Items: OCE COLOR WAVE 650 PRINTER & TC4 COLOR SCANNER**
* **Quantity: 1**
* **Price of Replacement Items: $49,855 LESS TRADE IN $7,000 FOR A NET $42,855**

 APPROVED

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

 Approved

 (Authorized Agency Approver)

 DENIED (Reason will be given)

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

 State Surplus Property Officer