

## Instructions for the Asset Trade-In Form

**\*\*\*\*\*You must obtain approval from the Capital Asset Accountant prior to completing this form or using assets as trade-ins.\*\*\*\*\***

**\*\*\*\*\*Missouri Western State University is required to obtain approval from the Missouri State Agency for Surplus prior to using any asset as a trade-in on a new purchase.\*\*\*\*\***

### • Section I: Department Trading in the Asset

- Department Name = Name of department transferring the asset
- Department Index = Index of the department transferring the asset
- Prepared By = The name of the person preparing the transfer
- Email = The email of the person preparing the transfer
- Ext = The phone extension of the person preparing the transfer
- Department Chair/Director's Signature
- Date = The date the transfer was prepared
- PO# of New Asset = The PO number of the new asset being purchased
  - List on the Req/PO the tag and serial numbers of the asset(s) being used for trade-in on the new equipment.

### • Section II: Asset Information

- MWSU Tag# = It is the 5 digit "yellow" bar code and/or metal tag.
  - The "yellow" bar-code tag will say "Property of Missouri Western State University"
  - The "grey" metal tag will say "Missouri Western State College"
    - Some assets have both a "yellow" tag and "grey" metal tag on them, either number is acceptable.
- Asset Description = The Description of the asset that includes the Model Name and Number
  - Example = Dell Optiplex 780 Computer
- Serial Number = The serial number is a number put on the asset by the manufacture
  - Use the "Service Tag" number for all Dell products (computers, laptops, ect)
  - Serial numbers for Apple products can also be found by clicking on the "Apple" in the top left corner.
- Building Name = The name of the building the asset will be located in once the physical transfer is completed
- Room # = The room # the asset will be located in once the physical transfer is completed
  - All rooms on campus are numbered.
- Suite Letter = Many locations on campus are broken up into suites. If a location is broken up into suites each suite has a letter.

### • Make a copy for Departmental Records

**\*\*\*\*\*Once the form has been completed forward the original trade-in form with the required signature to the Capital Asset Accountant in Popplewell 220.**

**Please call the Capital Asset Accountant, X5917 for questions regarding this form or instructions.**