Information

Trade-in Purchases

Number

PUR - 31.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger, Chief Procurement Officer
Procurement Services, Service Complex, University of Louisville
Louisville, KY 40292
502-852-8223
purchase@louisville.edu

History

Original Date: Unknown
Revision Date(s): February 17, 2023
Reviewed Date(s): February 14, 2020; January 3, 2023

Categories

Reason for Policy:

Accurate removal and tracking of university equipment.

Statement:

Departments of the University that consider the trade-in of University owned property on the purchase of new equipment or products must first obtain advance release for trade-in approval from Procurement Services.

Forms/Online Processes:

Requisitions submitted to Procurement Services with trade-in features will not be processed until the above release is obtained by submitting an Authorization to Trade University Equipment form.