

## **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](mailto:purchase@louisville.edu)

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## **History**

Original Date: Unknown

Revision Date(s): February 17, 2023

Reviewed Date(s): February 14, 2020; January 3, 2023

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## **Categories**

## **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.

## **Reasoning:**

Accurate removal and tracking of university equipment.