



**TRADE-IN**  
Reference: [4-OP-D-2-F](#)  
**CAPITAL PROPERTY ACCOUNTABILITY RELEASE FORM**  
Attach this form to the new Requisition

**For Controller's Office Use Only**

AR Control #

Release of Accountability is:  Approved

*This form is required for a department to be released from accountability when trading **capital items** (with a cost of at least \$5,000). Once appropriate approvals have been granted by Asset Management, a **Capital Property Accountability Release Form MUST be attached to the requisition of the new purchased item associated with the traded item(s)**. Items under a Project must route to Sponsored Research Accounting Services before submitting this form for approval.*

Date Requested:  Dept ID:  Phone:  Contact:

PO or Requisition # of the new purchase involved.

FSU ID (TAG#)*	DESCRIPTION	DISPOSITION	CREDITED AMOUNT	NBV Controller's Office Only
		TRADE-IN		
		TRADE-IN		
		TRADE-IN		

\*Tag numbers are 12 digits

**Please indicate the reason for the trade-in, short description of the new item, and/or any additional information that may pertain to the trade.**

By signing, I certify the above information is true and complete to the best of my knowledge and request approval for the listed trade.

PROPERTY MANAGER SIGNATURE (Adobe Acrobat Only)

CONTROLLER'S OFFICE SIGNATURE

SPONSORED RESEARCH ADMINISTRATION SIGNATURE  
(Required for Funds 520-570; email form to [SRA-Approvals@fsu.edu](mailto:SRA-Approvals@fsu.edu))

**Please email this completed AR form for Traded item(s) to [PAS-PropertyForms@fsu.edu](mailto:PAS-PropertyForms@fsu.edu). Once you have received approval from Asset Management, attach the Approved AR form to the Requisition involving the Trade.**