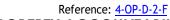
Controller's Office Florida State University

TRADE-IN

Asset Management 6300A University Center Tallahassee, FL 32306-2393 (850) 644-9756 PAS-PropertyForms@fsu.edu





CONTROLLER'S OFFICE SIGNATURE

CAPITAL PROPERTY ACCOUNTABILITY RELEASE FORM

Attach this form to the new Requisition

AR Control #		For Controller's Office Use On Release of A]Approved	
been granted by Asset Manag	ement, a Capital Property Acc	ntability when trading capital items (v countability Release Form MUST be ect must route to Sponsored Resear approval.	attached to the requisi	tion of the new pur	rchased item
ate Requested:	Dept ID:	Phone:	Conta	ct:	
PO or Requis	ition # of the new pu	rchase 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	or the trade-in, short descriptio	on of the new item, and/or any add	itional information that m	ay pertain to the tra	<u>de.</u>
By signing, I certify the abo	ove information is true and co	omplete to the best of my knowled	lge and request approva	l for the listed trad	e.
PROPERTY MANAGER SIGNATI	URE (Adobe Acrobat Only)		RCH ADMINISTRATION SIG 520-570; email form to <u>SRA-A</u>		

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