

Part II Chapter 16 Trade-In Equipment

- A. Requirements.** Agencies are permitted to trade in equipment or other materials towards the procurement of new or remanufactured equipment and/or materials in accordance with guidelines and procedures below.
- B. Guidelines.**
1. Equipment may only be used as a trade-in toward the purchase or lease of new equipment of a similar character.
 2. The trade value offered for an item should be equal to or greater than its marked value as determined by the [DGS State Surplus Property Division](#).
 3. Trade-ins on the purchase of items under contract are permitted provided both DGS and the supplier agree to that transaction.
- C. Procedures for Trade-In of Equipment.** Agencies must obtain the approval of the DGS State Surplus Property Division prior to initiating a procurement that includes a trade-in of equipment or materials.
1. At the initiation of any purchase transaction involving a trade, the agency Property Control Officer must approve and submit a completed electronic [Form STD-551, Surplus Property Disposition](#) through the DGS website.
 2. The State Surplus Property Division will review the trade-in information and either approve or disapprove (with reasons) the electronic Form STD-551 within 5 business days.
 3. At the conclusion of the procurement, the Bureau of Procurement (or agency) must submit copies of the final contract documents specifying the trade-in value received to the State Surplus Property Division.

References:

1. [DGS State Surplus Property Division](#)
2. [STD-551, Surplus Property Disposition](#)