



## Request for Permission to Trade-in

(please attach to distribution document)

Name and Address of Donee: \_\_\_\_\_

\_\_\_\_\_

Description of the Property: \_\_\_\_\_

\_\_\_\_\_

Acquisition Cost \$ \_\_\_\_\_ Service Charge \$ \_\_\_\_\_

Date property was acquired: \_\_\_\_\_

Date property was put into use: \_\_\_\_\_

Description of property to be received in trade-in (including value): \_\_\_\_\_

\_\_\_\_\_

Reason for trade-in: \_\_\_\_\_

\_\_\_\_\_

If trade-in is approved we agree to the following: The acquired item shall be subject to Federal restrictions for the remainder of the period imposed on the item traded in.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SASP Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of GSA Official