REQUEST FOR TRADE-IN DOCUMENT

To: SC Surplus Property  
1441 Boston Ave.  
West Columbia, SC 29170

<table>
<thead>
<tr>
<th>Commodity Code (A)</th>
<th>Description (B)</th>
<th>Year Purchased (C)</th>
<th>Make (D)</th>
<th>Model Number (E)</th>
<th>Serial Number (F)</th>
<th>Unit of Measure (G)</th>
<th>Acquisition Cost Per Unit (H)</th>
<th>Total (I)</th>
<th>Condition of Property* (J)</th>
<th>Trade-in Value Offered (K)</th>
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</thead>
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*Condition of Property
1. New or no repairs necessary.
2. Used-Repairs of 10% or less of AC necessary.
3. Used-Repairs of 11% to 50% of AC necessary.
4. Used-Repairs of 51% to 75% of AC necessary
5. Used-Spare parts only.

(Assign separate sheet if necessary)

Trade-In Approved ☐ Y ☐ N

Approving Authority's Signature

__________________________
Date

__________________________