

Trade-in of University Equipment Asset Guidelines

Under current guidelines, surplus or unutilized equipment and supplies may be used against any purchase of new equipment. The benefit derived from the trade-in must be in support of University operations or research and ownership must be vested with the University.

These guidelines do not apply to furnishings.

Assets under this process include purchases from operating and research funds. For goods purchased from research funds, the purchasing units must confirm the terms and conditions of the grant to determine if there are any stipulations against trade-ins of equipment. Assets given to the University as a gift or donation are excluded from this process.

Specific guidelines are:

- Equipment acquired with University asset trade-ins must be University-owned
- The value of the trade-in cannot exceed the value of purchase against which the trade-in credit is applied
- Trade-in transactions must be made directly with the provider of goods or services
- Trade-in proceeds must be applied to a current purchase and cannot be deferred or credited against future transactions
- Applicable purchasing procedures and internal controls must be followed including:
 - The purchase requisition, acquisition or invoice from the vendor must contain the following details regarding the trade-in:
 - Credit value given
 - University of Alberta asset tag number (if applicable)
 - Description of item

Equipment Asset Register procedures for a trade-in:

- If the asset has an inventory tag number, it must be updated in the unit's equipment asset register as the disposal type "Trade-in."
- When tagging and tracking the newly purchased asset(s), the final cost of the new asset must include the credit value given. This is considered the replacement cost.