# Request for Trade-in or Exchange of Government-owned Property

*Fax or send this form to: Property Management Branch, Building 6011, Room 639.*
*Phone: 301-496-5711 Fax: 301-496-8428*

DOC No. *(for PMB use)*

## Part 1

| Date of Request | Action *(check one)* ☐ Trade-in ☐ Exchange | Name of Vendor |
|---|---|---|
| Requisition Number *(Attach copy of requisition and official price quote from vendor showing trade-in dollar amount being offered.)* | | Vendor Contact Person |
| Description of New Item Purchased | | Vendor Address |
| Dollar Value Offered by Vendor for Trade-In $ | | Telephone Number / FAX |

## Part 2 — *Give complete description of Government-owned property*

| # | Item Description | Model | Manufacturer | Serial # |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

| # | Acq. Date | Cost | NIH Decal # | Condition | Location of Equip. *(if different from Part 4)* |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

## Part 3

Justification for Trade-in or Exchange

## Part 4

| Requester's Name | | Institute/Center | Custodial Code No. |
|---|---|---|---|
| Building and Room | Telephone | FAX | Date Equipment Available for Pickup |

## Part 5 — *Recommending Officials (signatures and dates)*

The item of property to be traded-in is deemed similar to the item to be acquired and is eligible to be traded in accordance with the provisions of the Federal Property Management Regulations and the DHHS Logistics Management Manual. The item acquired will be used in the performance of all the tasks or operations in which the item replaced would be used and any proceeds accruing from the exchange of the item replaced will be applied against the acquisition cost.

Property Custodial Officer *(Signature and date)*

Budget/Procurement *(Signature and date)*

Property Accountable Officer *(Signature and date)*

## Part 6 — *Property Management Branch Approval*

Trade-in/Exchange is Approved. When an item that has been approved by this office for trade-in; a purchase order has been issued and the item has been delivered to the vendor, please assure that Form NIH 1872 is completed and returned to this office. If you have any questions concerning this requirement, please call your Property Liaison Representative on 301-496-5711.

| PMB Inventory Management Specialist *(Signature and date)* | Chief, PMB *(Signature and date)* |
|---|---|



PSC Publishing Services (301) 443-6740 EF

# Instructions: Request for Trade-in or Exchange of Government-owned Property

**TRADE-IN PROCEDURES**

Please complete Parts 1 through 5 of the 'Request for Trade-in or Exchange of Government owned Property' - NIH 1872 (07/18). In addition, please attach the following documentation with the NIH 1872 Form:

1. Supporting Documentation - Provide a copy of all of the following: price quote, requisition, or purchase order.
   a. Price quote: Provide a copy of official price quote from the vendor showing the Trade-In dollar amount being offered.
   b. Requisition: Provide either a copy of the requisition submitted to procurement, a purchase request/or a vendor's quote.
   c. Purchase order: Provide a copy a vendors purchase order.
2. Database record – Provide a screenshot of the old decal number from Sunflower.

To submit your Trade-in Request, please forward the complete package to your Inventory Management Specialist (IMS).

**EXCHANGE PROCEDURES**

Please complete Parts 1 through 5 of the 'Request for Trade-in or Exchange of Government-owned Property' - NIH 1872 (07/18). In addition, please attach the following documentation with the NIH 1872 Form:

1. Database record – Provide screenshots of the old and new decal numbers from Sunflower.
2. Return Merchandise Authorization (RMA) - Provide a copy of the return receipt (e.g. property repair pass, vendor work order).
3. Evidence of Shipment – Provide a copy of shipping documentation (e.g. Shipping labels, courier shipping receipt).
4. Vendor E-mail or Warranty – Provide a copy of vendor e-mail or warranty copy.

To submit your Exchange request, please forward the complete package to your Inventory Management Specialist (IMS).

If you have any additional questions, please contact your IMS using the table below.

| Intramural Liaison | Phone Number | Institutes and Centers |
|---|---|---|
| Ben Meyers (Supervisor) | (301) 451-9605 | OD/OM/OALM/OLAO/DLS |
| Amanda Canada | (301) 496-3898 | OD/OM/OALM/OLAO/DLS |
| Andy Holmes | (301) 435-3012 | OD/OM/OALM/OLAO/DLS |
| Shane Ferns | (301) 496-6606 | OD/OM/OALM/OLAO/DLS |
| James Keisler | (301) 435-3945 | OD/OM/OALM/OLAO/DLS |
| VACANT | (301) 496-4772 | OD/OM/OALM/OLAO/DLS |
| Margaret Straubinger | (301) 496-3292 | OD/OM/OALM/OLAO/DLS |