

FAP 111-54-00
TRADE-IN PURCHASES

1. An agency may trade in state owned personal property for the purchase of new equipment or products, if the property is declared surplus in accordance with FAP 220-19-00.
2. A Purchase Request submitted to the Office of Material and Procurement Services or an agency Solicitation sent to vendors shall note that a trade-in is included, and shall include a complete description of the item to be traded, including inventory identification number and serial number, if applicable. The agency shall specify the method by which potential respondents may inspect the property.
3. The executive director of the Office of Material and Procurement Services shall approve in advance a proposed purchase with trade-in that will not be competitively procured.
4. The agency property officer shall update inventory records upon completion of the transaction.

(KRS 45A.035)