

**FAP 111-54-00**  
**TRADE-IN PURCHASES**

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1. State-owned personal property may be traded-in toward the purchase of new equipment or products, if the property is first declared surplus in accordance with policy set forth in FAP 220-19-00.
2. Trade-in purchases shall be completed through a Requisition (RQS) submitted to OPS for approval, or through a formal Solicitation posted to the state's eProcurement website. The RQS or Solicitation shall:
  - a. Document that a trade-in is included;
  - b. Include a complete description of the item to be traded, including inventory identification number and serial number, if applicable; and
  - c. Specify the method by which potential respondents may inspect the property.
3. The executive director of OPS 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 in accordance with the FAC's User Guide for Surplus Property Disposal and FAP 220-19-00.

Relates to: KRS 45A.035; KRS 45A.045(5); 200 KAR 5:302(3)