Creating a Trade-In Document in Kuali

**PURPOSE:** To retire an asset that was traded-in for another asset. *Note:* Authorization is required.

From the Main Menu screen, click on **Capital Assets**.

![Kuali Main Menu](image)

In the **Reference** box, click on the **Asset Retirement Global** link.

![Asset Retirement Reason Lookup](image)

The Asset Retirement Reason Lookup screen will open. Click on **"Search"** to retrieve a list of retirement reasons.
Click on the return value link for reason code 2, Trade-in.

An Asset Retirement Global document will open.

Enter a Description in the Document Overview tab. Example: Trading-in Copier

Use the Explanation field (also located in the Document Overview tab) to provide the requisition and/or PO number related to the purchase of the new piece of equipment and any additional notes.

In the Asset Detail Information tab, search for the asset number by clicking on the magnifying glass icon to the right of the Asset Number field. Note: Multiple assets can be transferred using one document. If you are transferring more than one asset to the same location, use the Look Up/Add Multiple Asset Lines magnifying glass icon to search for assets by Asset Rep name or Building and Room number. Otherwise, repeat the Asset Number lookup process for each asset.
Using the Asset Number magnifying glass icon lookup, the Asset Lookup screen will open. Search for an asset by entering known asset information, such as the Tag Number (CSU decal number). After entering known information, click on the Search button.

When the search results are retrieved, confirm it is the correct asset and click on Return Value.

This will return you to the main screen of the document and the asset number will be populated in the Asset Number field. Click on the Add button to pull the asset info into the document. Note: If you do not click the Add button, the asset will not be retired, and you will need to resubmit a new document!
The asset information will be imported into the document.

Provide any notes and attachments in the Notes and Attachments tab. *Note: Cross reference the Requisition Number for the new asset with the Trade-In document number in the notes of each document. The minimum required paperwork for a trade-in includes a quote showing the trade-in allowance and authorization by the department head and other required departments. You must click on the Add button or you will lose the attachment. Note: The Asset Retirement Disposal Form (see document on the last page) page 2 has places for required signatures and authorizations and can be used for your required documents, if needed.

In the Ad Hoc Recipients tab, ad hoc anyone that is required or necessary (and not already shown in the route log) by clicking on the magnifying glass icon to the right of the Person field. *Note: The department head is required as an APPROVER for this document. Search for required approvers by clicking on the magnifying glass icon to the right of the Person field. Select return value for the appropriate person(s). Note: You must click the Add button or the ad hoc will not be added.
Click on Submit when you are finished. You should see the message **Document was successfully submitted** at the top of the document. If you see an error message instead (in red lettering), read the explanation of the problem – correct the error and resubmit.
For Vendor Removals, Trade-ins, and External Transfers, departments must submit this page and any required documents to obtain authorization prior to releasing or disposing of any asset.

REQUEST FOR AUTHORIZATION

DEPARTMENT INFORMATION:
Department Name/#: __________________________ Contact Person: ______________________ Phone: __________________________
Remarks (include if a 53-fund is involved): ____________________________________________ Date: __________________________

_____ USE ATTACHED LETTER OF RELEASE SIGNED BY THE DEPARTMENT HEAD, OR

Department Head Signature (Required): __________________________ Printed Name: __________________________

EQUIPMENT:
_____ USE ATTACHED LIST OF EQUIPMENT (INCLUDE BOTH ACTIVE CAPITAL AND INACTIVE/RETIRED NON-CAPITAL EQUIPMENT), OR

USE BELOW FOR ACTIVE CAPITAL EQUIPMENT:

Decal Number ___________ Decal Number ___________ Decal Number ___________ Decal Number ___________ Decal Number ___________

USE BELOW FOR INACTIVE/RETIRED DECALS OR NON-CAPITAL EQUIPMENT:

<table>
<thead>
<tr>
<th>ASSET DESCRIPTION</th>
<th>MANUFACTURER</th>
<th>MODEL</th>
<th>SERIAL NUMBER</th>
<th>ADDITIONAL INFO (Inactive/Retired Decal #, FMIV, YR, ETC)</th>
</tr>
</thead>
<tbody>
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<td></td>
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REASON FOR RETIREMENT/DISPOSAL (SELECT ONLY ONE REASON PER FORM):

○ Vendor Removal. Releasing an asset or component of an asset (not the same as releasing a repair/replacement [i.e. broken] part of an asset) to a vendor for or without charge or for a discount (not the same as a trade-in allowance) towards the purchase of a new asset. Property Management can submit an Asset Retirement Request if deemed necessary, when component removal from an active capital asset is involved.

Required Documents: A quote showing any charge for removal or discount towards the purchase of the new asset.

Required Actions: Submit the Requisition and, if the items are active capital assets, the department is required to submit an Asset Edit document to transfer the surplus requesting the asset be retired as Vendor Removal and cross reference the Requisition and Asset Edit document numbers in the notes section of each document for tracking purposes. Attach this completed form, along with any other required documents, in the notes section of all submitted Kaui documents.

○ Trade-in. Releasing an asset for a trade-in allowance.

Required Documents: A trade-in allowance (a trade-in allowance is not the same as a discount).

Required Actions: Submit the KFS Requisition and, if the items are active KFS capital assets, a KFS Asset Retirement Global (ARG) document, reason: Trade-in and cross reference the Requisition and ARG document numbers in the notes section of each document for tracking purposes. Attach this completed form, along with any other required documents, in the notes section of all submitted KFS documents.

○ External Transfer. NOTE: Depending upon the reason for the External Transfer, a sale may or may not be negotiated when transferring CSU titled equipment (see Sale to External Entity Instructions). External Transfers include: Transferring federal or sponsor titled equipment (i.e. non-CSU titled equipment purchased with federal/sponsor funds) to the sponsor after the project has closed, Returning borrowed equipment (i.e. equipment loaned to CSU by the feds, sponsor, or a vendor) back to the lender; Principal Investigators transferring to another university (equipment may or may not be 53-fund-related); and Transferring equipment to a non-profit entity (CSU has restrictions regarding donations).

Required Documents: A Letter of Release (signed by the department head) and A Letter of Acceptance (signed by the accepting agency) listing all equipment being transferred.

Required Actions: For active KFS capital assets, submit a KFS Asset Retirement Global (ARG) document, reason: External Transfer. The Receiving Agency is a required field. Attach this completed form, along with any other required documents, in the notes section of the KFS document.

Receiving Agency Information is Required for External Transfers:

_____ USE ATTACHED LETTER OF ACCEPTANCE, OR

Accepting Agency Name: __________________________ Phone #: __________________________

Authorized Signature of Accepting Agency (Required): __________________________ Title: __________________________

Printed Name: __________________________ Date: __________________________

AUTHORIZATIONS:

Property Management Use Only: ___ OK TO RELEASE ___ OSP ___ CSURF ___ 21 FUND ___ EXPORT CONTROL ___ OTHER AUTHORITY (list):

Date: __________________________ Notes: __________________________

Surplus Property Use Only: ___ OK TO RELEASE ___ PROPRIETARY INFO ___ RFLE/EHS ___ OTHER (list):

Date: __________________________ Notes: __________________________

Other Authority Use Only (select): ___ OK TO RELEASE ___ OSP ___ CSURF ___ 21 FUND ___ EXPORT CONTROL ___ OTHER AUTHORITY (list):

Date: __________________________ Notes: __________________________

OK TO RELEASE Date: __________________________ Notes: __________________________