

CP009.1D Asset Management: Trade-Ins Workflow

Policy Type: Administrative/Operations
Revision Date: N/A

Training Required: No

Workflow

Step 1

Identify the item you want to trade in.

Step 2

Identify the item you want to purchase.

Step 3

Departments will submit a request to the help desk at help@medicine.unlv.edu for any items that are being traded in towards the purchase of new items.

Step 4

IT Office: Asset will be properly sanitized of any data, if applicable, and removed from the inventory database.