

## **Trading In Old Equipment for New**

In some cases it is to the advantage of the Health Care Services Division to trade in old equipment when purchasing new/replacement equipment. The goal in trading in the old equipment may be to reduce the cost of the new equipment and/or to dispose of old equipment which may be hazardous. No matter what the motivation for the trade in the Louisiana Property Assistance Agency (LPAA) must **approve the trade in prior to disposal.**

In order for LPAA to have ample time to approve the trade in they must be notified of the intent to trade in as early as possible. This means your **Property Manager** must submit a transfer request to LPAA. LPAA must have enough time to review the request, decide whether they can sell the item for more than the trade in allowance, and approve the transfer for trade in. Only **after LPAA has approved the transfer**, then it is allowable to trade in a piece of equipment.

LPAA and only LPAA has the authority to approve any disposition a piece of State Property:

The following is an excerpt “State of Louisiana – Property Control Regulations”.

### **Chapter 5 State Property Disposition**

#### **§501. Inventory Disposition Authority**

- A. No property of any agency shall be sold to any person or legal entity or otherwise alienated, or be transferred, assigned or entrusted to any other agency or to any officer or employee of any other agency without the written permission of the commissioner through an approved State Property Transaction Form BF-11. (Transfer)

**Contact your Property Manager while you are negotiating a trade in to give the Property Manager enough time to get approval before trading in Equipment.**