## I. INTRODUCTION

The Property Administrator will prepare and submit all required reports to governmental agencies.

Sales of equipment owned by the University must be authorized by and cleared through the Property Administrator of the University. While trade-ins on purchases of similar equipment are not considered sales, the Property Administrator must still authorize the trade-in since there may be a 96 ETQ.51 32.6 69.7 Tm0 g 1 1089 25.9 Tm0 g0 Ccle