

Property Trade-in Form

Date: _____ Dept: _____

Contact Name: _____ Phone: _____

Dept ORG Code: _____

Purchasing Agent: _____

Original Item(s) Information

Trade-in Allowance: _____ ECU tag or serial # _____

Purchase Price _____ Date of Purchase _____ PO # and SN# _____

Item(s) Description:

Condition of original item(s):

New item(s) Information

Vendor Name (offering trade-in): _____

Reason for trade-in:

Item(s) Description:

Replacement price: _____

(Please forward a copy of the quote, and purchase requisition with this form.)

Signature: _____ Phone No: _____

Revised: 09/09 property trade in form