

Capital Equipment Asset Trade In Form

Use the form when you are trading in one or more capital equipment assets on one new asset purchase.

ACCOUNTING SERVICES

PO# of New Asset: _____

Trade In Allowance: _____
(Amount Received in Trade)

Voucher# of New Asset: _____

DESCRIBE TRANSACTION

PROPERTY DETAIL (use additional page if necessary)				CHECK IF BOUGHT ON SPONSORED FUNDS
Asset Tag No.	Serial No.	Model No.	Description	

Send this form along with a copy of the invoice of the new asset showing the trade in amount of the old asset to Inventory Services.

ACTION TAKEN BY INVENTORY SERVICES

CUSTODIAL RESPONSIBILITY:

Department Name: _____ Dept ID: _____
 Requested By: _____ Phone #: _____ Date: _____
 Building: _____ Room #: _____

APPROVALS (Requester should obtain signature below):

Form Approver (print name): _____
(Administrator, RRC Manager, Department Head, or Dean)

Form Approver (signature): _____ Date: _____

Office of the Controller (signature): _____ Date: _____