

Route this form to:
 Inventory Services
 Suite 4 WBOB
 West Bank Campus Mail
 Fax: 612-626-8220

U Wide Form:
 UM 1744

Rev: 03/24/10

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.

INVENTORY SERVICES (612) 626-8222

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:** _____