



EQUIPMENT TRADE-IN FORM

This form is required when an asset is used for credit in the exchange or purchase of new equipment, or an asset that is under a maintenance contract.

Instructions: (Form Must Be Typed)

- 1. Complete, sign, scan, and email to the assetsmanagement@utrgv.edu; use SUBJ: Equipment Trade-In and DeptID.
- 2. Include Capitalized and Controlled assets on this form ONLY.
- 3. Attach copies of all supporting documentation (invoices, credits, shipping, quotes, emails, & other).
- 4. Retain a copy for your records.

DEPARTMENT DETAILS

Department Name:

Dept ID:

Property Officer:

Phone:

Date:

Signature:

PROPERTY DETAILS

☐ Trade-in ☐ Warranty Exchange

* Controlled property (\$500 - \$5,000) and/or Capitalized property (over \$10,000) ONLY

NEW INFORMATION		OLD INFORMATION	
Description:	<input type="text"/>	Description:	<input type="text"/>
Serial ID:	<input type="text"/>	Serial ID:	<input type="text"/>
Model Number:	<input type="text"/>	Model Number:	<input type="text"/>
Vendor Name:	<input type="text"/>	Vendor Name:	<input type="text"/>
TAG Number:	<input type="text"/>	TAG Number:	<input type="text"/>
Purchase Order No:	<input type="text"/>	Purchase Order No:	<input type="text"/>
Cost Center/Project ID:	<input type="text"/>	Warranty Number:	<input type="text"/>
Invoice Amount:	<input type="text"/>	Warranty Date:	<input type="text"/>
Credit/Discount Received:	<input type="text"/>	Warranty Date:	<input type="text"/>
Reason for Return:		Original Cost:	<input type="text"/>
* MUST* Affix Old Tag Number Here		Remarks	

AUTHORIZATION

Authorized Department Official/Chair

Title

Signature

INVENTORY USE ONLY

Processed By

Signature

Date