

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:		Description:	
Serial ID:		Serial ID:	
Model Number:		Model Number:	
Vendor Name:		Vendor Name:	
TAG Number:		TAG Number:	
Purchase Order No:		Purchase Order No:	
Cost Center/Project ID:		Warranty Number:	
Invoice Amount:	(Attach Invoice)	Warranty Date:	
Credit/Discount Received:		Warranty Date:	Original Cost:

Reason for Return:

* MUST* Affix Old Tag Number Here	Remarks

AUTHORIZATION

Authorized Department Official/Chair _____ Title _____

Signature _____

INVENTORY USE ONLY

Processed By _____

Signature _____

Date _____

Revised: 9/23/2025