UNIVERSITY of
NORTHERN COLORADO

# CAPITAL EQUIPMENT TRADE-IN FORM
## (EQUIPMENT VALUE $5,000 OR MORE)

| Name of Organization Requesting Trade-In | Organization # | Date |
|---|---|---|

Authorized Signature for Org

| Property Tag # and Description and Serial # | Name of Vendor Taking Item in Trade | Trade-In Allowance | Purchase Order Number |
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RETURN FORM TO PROPERTY CONTROL, GAO, CAMPUS BOX 44, PHONE 1-1830