



### CAPITAL EQUIPMENT TRADE-IN FORM

This form is used to report equipment with an original value of \$10,000 or more (\$5,000 or more if purchased FY17 or prior) that is being used as a trade-in on new equipment.

***Please provide all of the following information:***

Department utilizing trade-in	ORG Number	Date	Authorized Signature (If signing electronically, please sign after form is complete)
Return form to General Accounting Office, Campus Box 44. For questions, please contact the Capital Accountant 1-1827.			IM&T authorized signature (for computer equipment)

Property Tag #	Description	Serial #	Name of vendor taking item in trade	Trade-in allowance	Purchase Order # for new equipment