

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 inventory.department@utsa.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, RMA's, emails, & other).
4. Retain a copy for your records.

DEPARTMENT DETAILS		
Department Name: _____		DeptID: _____
Inventory Contact Person: _____		Phone: _____ Date: _____
Signature: _____		
PROPERTY DETAILS		
Trade-In	Warranty Exchange	
<i>*Controlled property (\$500 - \$4999) and/or Capitalized property (over \$5000) ONLY.</i>		
NEW INFORMATION	OLD INFORMATION	
Description: _____	Description: _____	
Serial ID: _____	Serial ID: _____	
Mode Number: _____	Model Number: _____	
Vendor Name: _____	Vendor Name: _____	
TAG Number: _____	TAG Number: _____	
Purchase Order ID: _____	Purchase Order ID: _____	
Cost Center/Project ID: _____	Return Material Authorization (RMA)#: _____	
Invoice Amount: _____ (Attach Invoice)	Warranty Number: _____	
Credit/Discount Received: _____	Warranty Date: _____	Original Cost: _____
Reason for Return: _____		
MUST Affix Old Tag Number Here	Remarks	
AUTHORIZATION		
Authorized Department Official/Chair _____		Title _____
Signature _____		Date _____
INVENTORY USE ONLY		
Processed By _____	Signature _____	Date _____