

# UTSA Financial Affairs

## 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:

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 (ICP):			
Name:	Phone:	Date:	Signature:
PROPERTY DETAILS			
Trade-In		Warranty Exchange	
*Controlled property (\$500 - \$9,999.99) and/or Capitalized property (over \$10,000) ONLY.			
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	
AUTHORIZED DEPARTMENT OFFICIAL			
Department Manager Name:		Title:	
Signature:		Date:	
INVENTORY USE ONLY			
Processed By:		Signature:	Date: