

**FAIRMONT STATE
UNIVERSITY**

**PIERPONT COMMUNITY
AND TECHNICAL COLLEGE**

RETURN TO VENDOR TRADE IN FORM

All items returned to vendor or traded in must be shipped out of our Receiving Department. *If the vendor picks up the item directly, you must obtain a signed and dated receipt for it.*

Location of Property: _____ **Date:** _____

Description	Tag #	Serial Number #	Date Purchased	Trade In Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Detailed Explanation of Return or Trade in: Reason for the return or trade in. Include the total dollar amount of reduction to subsequent purchase along with the new Purchase Order number.

We authorize the above trade-in of equipment. The above information is accurate to the best of our knowledge.

**Dean/Chair of School or
VP or Director of Department**

Date

Director of Procurement

Date

Receiving Department

Date

Attach vendor receipt for trade-in to this form and forward to Patti Murray-Fidura in Accounting.