

**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:** \_\_\_\_\_

<b>Description</b>	<b>Tag #</b>	<b>Serial Number #</b>	<b>Date Purchased</b>	<b>Trade In Value</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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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.

\_\_\_\_\_  
\_\_\_\_\_

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**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.**