



FAIRMONT STATE UNIVERSITY™

Administration and Fiscal Affairs

FAIRMONT STATE UNIVERSITY RETURN TO VENDOR\TRADE-IN FORM

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

Location of Property: _____ **Custodian:** _____

Description	Asset Tag #	Serial #	Trade-In Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Detailed Explanation of Return or Trade in: (Include the date sent back to the vendor or date vendor picked up this item and reason for the return or trade in. Include the total dollar amount of reduction to subsequent purchase along with new purchase order number. Upon receipt of new property, please notify Accounting to verify and tag new equipment for inventory.)

We authorize the above trade-in of equipment and acknowledge that the above information is accurate.

Custodian Name and Title Custodian Signature Date

Dean/VP/Director and School or Department Dean/VP/Director Signature Date

Physical Plant Receiving Name Receiving Signature Date

Attach Vendor receipt for trade-in to this form. Once completed by all areas, forward the form to Accounting.