



Traded In

Used to Purchase:	From Vendor:
Attach a copy of the invoice showing the trade in value to this form.	

Donated, Discarded, or Other

Donated Agency Name	
Discarded Reason	
Other - Explanation	
Attach a donation receipt to this form.	

Name: _____

Date: _____

Unit Budget Officer: _____

Date: _____

Net Book Value greater than \$5,000

Deans/ Directors: _____

Date: _____

Net Book Value greater than \$10,000

University Controller: _____

Date: _____