



Send to: General Accounting –
 Equipment Inventory
 MS 4B2
 Tel: 3-4456; Fax: 3-2920

Returned Equipment Form

Instructions: Use this form to notify Fixed Assets of the transfer of equipment to a vendor either as a trade-in for new equipment, return for credit or warranty replacement.

Department: _____ Date: _____

Equipment Liaison: _____ Phone: _____

Equipment Traded-in to Vendor for New Equipment

Vendor: _____

PO Number: _____ Credit Received: _____

Equipment Returned to Vendor for credit (Please attach a copy of the credit memo from the vendor)

Equipment Replaced under Warranty (Please attach documentation from the vendor confirming replacement)

Traded Equipment Information:

Item Description:			
Barcode #	Serial #	Model #	Manufacturer
Date equipment was returned to the vendor:			

New Equipment Information:

Item Description:			<input type="checkbox"/> New Barcode Required
Serial #	Model #	Manufacturer	
Building		Room	

For General Accounting Office Use Only

 New Barcode(s) # Date

 Old Barcode Disposed New Barcode Entered