



Trade-In Equipment Form

Procurement Services
A1400 University Center
Tallahassee, Florida 32306-2370
Office: 850-644-6850 | Fax: 850-644-8921
<http://procurement.fsu.edu>

MEMORANDUM: "Trade-In of Equipment Form"

TO:

FROM:

Please furnish the following information on the requested trade-in equipment:

Description of exchange property

Manufacturer's name

Model Number

Serial Number

Age of Item

Condition

Excellent Good Fair Poor

Inventory Control Number (FSU #)

Location of Property (room #, building, city)

Name and phone number of person to contact for information about the exchange property

Date planned for trade-in transaction