

**Department Inventory Trade In Form**

***Buyer & C.P.I.S. must approve trade in of ISU Property prior to removal from inventory.***

**Department**: **Buyer**:

**Requisition Number:** **Purchase Order Number**:

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| --- | --- | --- | --- | --- | --- |
| **ISU Tag #** | **Item Description** | **Service Tag# or Serial Number** | **Cond.**  ***(see below)*** | **Reason** | **Current Location** |
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**Condition Codes**:

**(G) Good (F) Fair (R) Repairable (U) Unusable**

**Send to:** [buyers@isu.edu](mailto:buyers@isu.edu)

**Authorized Signature (Dept. Head or Director) REQUIRED**:

**Contact Email**: **Date:**

**Purchasing Signature:** Date**:**