

Date: \_\_\_\_\_



**CANYONS**  
School District

Prepared By: \_\_\_\_\_

**Trade-In Equipment**

School Name: \_\_\_\_\_

**Trade In Item Information**

Asset #	Description	Manufacturer	Model	Serial Number	Room #	Trade Value	Notes:

**New Item Information**

Asset #	Description	Manufacturer	Model	Serial Number	Room #	PO #	Notes:

Vendor Representative - Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Purchasing's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fixed Asset Coordinator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Completed: Initial \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_