Date: CANYONS School District							
Prepared By:		7	_Trade-In Equipment		School Name:		
Trade In Item Asset #	Information Description	Manufacturer	Model	Serial Number	Room #	Trade Value	Notes:
ASSCT II	Description	Wandacturer	Wiodei	Serial (Valliber	TOOM #	Trude value	rvotes.
New Item Info	ormation						
Asset #	Description	Manufacturer	Model	Serial Number	Room #	PO#	Notes:
Vendor Represe	entative - Print Name:				_ Date:		
Vendor Represe	entative's Signature:				_ Date:		
Principal's Signature:					_ Date:		
Director of Purchasing's Signature:							
Fixed Asset Coordinator's Signature:					Date:		

Completed: Initial_____ Date:____/___/___