**WILLIAM & MARY and VIRGINIA INSTITUTE OF MARINE SCIENCE**

**Equipment Transaction Requested: Trade-In of a Fixed Asset**

**Department Information:**

|  |  |
| --- | --- |
| Date | January 24, 2019 |
| Requestor’s Name |  |
| Department |  |
| Email |  |
| Phone |  |
| Department Head/Fixed Asset Manager Name |  |
| Signature (Department Head/Fixed Asset Manager) |  |

**Equipment Transaction Requested:**

**EQUIPMENT DESCRIPTION AND TRANSACTION DETAIL: Trade-In of a Fixed Asset**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asset Tag # | Equipment Description | Serial # | Condition | Date Acquired | Data Removed By |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Property Control Use Only**

|  |  |  |
| --- | --- | --- |
| Date Transaction Form Received | Equipment Removal Approved | Date Equipment Removed |
|  |  |  |