

LONGWOOD UNIVERSITY

Fixed Assets

Asset Trade-In Form

Department: _____ Department Head: _____

Inventory Custodian: _____

Phone: _____

Location of items:

Building Name: _____ Room Number: _____ Date: _____

Trade-In Asset Information

Item Description	Serial Number	Asset #

(Include documentation showing the amount/value of trade in)

New/Replacement Asset Information:

Purchase Order Number: _____

Item Description	Serial Number	Asset #

(Include documentation showing the amount/value of new asset)

Value of New Asset\$ _____

Additional Information:
