



Snohomish School District

1601 Avenue D
Snohomish, WA 98290

Capital Equipment Trade-In Form

Instructions

1. Obtain a written agreement or quote for the item to be traded in.
2. Ensure that the trade-in value is the best value obtainable (either by multiple vendor quotes or using a price evaluation tool, i.e., Kelley Blue Book). Attach accepted quotes and a summary of evaluations to substantiate best value).
3. Send form to Purchasing for approval prior to trade-in.
4. If the item was purchased using federal monies, contact Purchasing for additional requirements.

Date				Location		
Requester				Department		
Asset Tag #	Description of Item	Make	Model	Serial #	Trade In Allowance	
Requester Signature					Date	
Supervisor Signature					Date	
Purchasing Signature					Date	

Trade-In Instructions:

1. Verify that the vendor will issue two invoices for the process:
 - a. one invoice for the full purchase amount (to establish actual value of new product)
 - b. a credit memo for the value of the trade-in.
2. Issue a PO for the full purchase price; indicate in the body of the PO that the item is obtained through trade-in.
3. Obtain a signature from the vendor representative indicating that the vendor has possession of the old item.
4. Send a copy of this form, complete with vendor signature to Accounting.

Vendor Receipt of Item

I have received the items listed above "as is". The Snohomish School District makes no warranty or representation, expressed or implied, as to the design, condition or merchantability of the trade-in assets or their fitness for any particular purpose, or the quality of capacity of workmanship of an item or items of the trade-in assets or that any item or items of the assets and/or material will satisfy the requirements of any law, rule or regulation.

Vendor Representative Signature		Date	
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