



# Florida Agricultural and Mechanical University

Tallahassee, Florida 32307-6400

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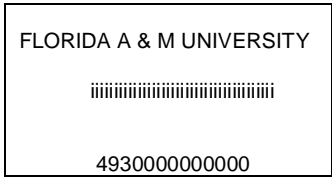
PROPERTY RECORDS

DATE:

TO: Mr. Lavern A . Washington  
Assistant Controller

Attach equipment decal here

FROM: \_\_\_\_\_



RE: TRADE-IN-PROPERTY ( )

Request permission to trade-in the property listed below. A written signed agreement (Quote) from the vendor is attached.

\_\_\_\_\_  
Description of Equipment Number

\_\_\_\_\_  
Account

\_\_\_\_\_  
Manufacturer's Name

\_\_\_\_\_  
Model Number

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
AGE

\_\_\_\_\_  
\*Condition

\_\_\_\_\_  
Tag Number

(\*G-GOOD; F-FAIR; P-POOR; S-SCRAP)

DATE PLANNED FOR TRADE IN: \_\_\_\_\_

ATTACHMENT(S)

.....  
VENDOR'S CERTIFICATION FOR PICK UP:

MY SIGNATURE BELOW CERTIFIES THAT I ( ) DID/ ( ) DID NOT PICK UP  
THE PROPERTY LISTED ON THIS DOCUMENT.

\_\_\_\_\_  
VENDOR'S PRINTED NAME

\_\_\_\_\_  
VENDOR'S SIGNATURE

\_\_\_\_\_  
DATE

REV05/06