

**Missouri Western State University
Asset Trade-In Form**

**Please Contact the Capital Asset Accountant prior to completing this form.
X4576 or email:cmiller37@missouriwestern.edu**

*******Prior to trading in an asset the Capital Asset Accountant must obtain approval
from the Missouri State Agency for Surplus.*******

Use this form when trading in one or more capital assets on a new capital asset purchase.

Section I: Department trading in asset (To be completed by Department trading in the asset)			
Department Name:		Department Index:	
Prepared By:	Email:	Ext:	
Department Chair/Director Signature:		Date:	

PO# of New Asset:_____

Please list tag#(s) and serial#(s) on the Req/PO of the equipment being used as a traded-in.

Section II: Asset Traded In Information (To be completed by Department trading in the asset)			Location Information		
MWSU Tag # of asset being traded-in	Asset Description (Include Model Name &Number)	Serial Number (for Dell use the service tag#)	Building Name	Room #	Suite Letter

***Forward the original trade-in form with required signature to the Capital Asset
Accountant in Popplewell 220.***
Please make a copy for departmental files.

Accounting Services Use			
Initials & Date Received: _____	Initials & Updated date in Banner: _____	Initials & Updated date in WT: _____	Initials Date scanned/attached in WT: _____
Date of the Missouri State Agency Approval: _____ (attach Missouri State Agency documentation)			