

University Store Campus Department Trade-in Agreement

- Determine trade in value at www.uwyostore.com
- All approved trade-in devices require signature of department head for approval.
- Trade-in form must have accompany property disposal form (if applicable)
- Trade-in values of any departmental device can only be applied toward a concurrent purchase of an electronic device. If a PO is necessary, then a trade-in credit will be properly reflected. All new devices originally price over \$1,000 will remain subject to UW asset policies.
- Department is responsible for removing/backing up all data from the device and will be directed to contact their IT User Consultant for assistance

Trade-In Device	Serial #	Trade-in Value	Property Tag # (if applicable) NA*
Date Data Transferred	Consultant	Department verification	

Departmental Approval: _____
Signature

Print Date

*If item is below \$1000 and not tagged, I acknowledge that item has been properly backed up and all data has been removed.

Initial _____

=====Property Verification =====

Device	Serial #	Tag #	Date Device wiped

Completed by: _____
Signature

Print Date

=====UW Store Use Only=====

Trade-in Transaction #	Trade-in Value	Purchase Order	Purchase Order Value
Total	\$	Verification/Sales Associate	