



Stockbridge-Munsee Community

Property Management Trade-In Request Form

Trade-In Request Form

(To be filled out by the Property Custodian when requesting a trade-in of SMC property)

Date: _____

Department: _____

Tag Number: _____

Trade-In Value (paperwork with trade-in value must be attached): _____

Description of Property: _____

Serial # or VIN: _____

Reason for Trade-In: _____

Is the item currently working and fully functional? _____

The item will be traded in for the purchase of: _____

The new item is found on Purchase Order #: _____

By completing this form I understand that I cannot commit or release this item for trade-in without written approval from the CFO.

Property Custodian's Signature: _____

Department Head Signature: _____

Property Management Check list

(To be filled out by PM)

Date paperwork received: _____

Date of Disposition or Modification: Approved _____ Denied _____

CFO Initials: _____ Property Management Initials: _____

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PM - FORM 4 Trade-In Request Form

Requests for deletions due to a trade-in from inventory are to be made by completing this form. These are to be submitted when requesting a trade-in on a piece of equipment already on your inventory. This form must be filled out PRIOR to the item being traded in; you will be notified when trade-in is approved.