

## RETURN OR TRADE-IN OF PROPERTY FORM

Print, complete and return to: UMASS Dartmouth Property Control-Use Interoffice mail: Property Control/ Receiving Power Plant

Requestor's Name: \_\_\_\_\_ Department Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Tag # (If Applicable)	Item Description	Mfg.	Model #	Serial #	Action: R = Return T= Traded In

\*I affirm that I have removed all data and files from any computer changing departments.

\_\_\_\_\_  
 Requestor/Custodian – Print

\_\_\_\_\_  
 (Signature) Date: \_\_\_\_\_

\_\_\_\_\_  
 (Dean/Dept Head/Director-Print)

\_\_\_\_\_  
 (Signature/Approval) Date: \_\_\_\_\_