

EQUIPMENT TRADE-IN NOTIFICATION FORM

The following equipment has been approved by Central Management Services of the State of Illinois (CMS) to be traded in on purchased equipment as requested by your department:

Please complete the information below and return this form to Business Services immediately following the removal of the equipment from campus.

Vendor Name: _____

Date Equipment Removed: _____

Form Completed by: _____

If you have any questions, please contact Property Control at 298-181 1.