

Trade In, Exchange or Repair 1

Department 1 1 Approximate Return Date 1 1

1

Reason for Return 1 1

1

1

PCN 1	Description 1	Serial Number 1	Model Number 1	Manufacturer 1
1	1			1
1	1			1
1 1	1 1			1
1		1		

 1 1

Sales Representative 1 1 Phone Number 1 1

1

 Department Chair's Signature 1 Date 1 1

1

1

1

 Property Office Representative's Signature 1 Date 1 1

Please Note: Remove all PCN tags and tape them to the bottom of this form, prior to sending the asset off of campus. 1

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Place PCN Tag Here 1

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Place PCN Tag Here 1

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Place PCN Tag Here 1