

SANTA FE COLLEGE

RELEASE OF ACCOUNTABILITY FOR COLLEGE PROPERTY TRADE-IN

Complete this form to trade-in obsolete or worn-out property for new equipment.

Property Information

SFC Decal Number	Description of Property	Serial Number	Date Acquired	Original Cost

Reason For Trade: _____

Property Custodian

Name _____ Department Number _____

Signature _____ Date _____

Total Trade Value of Listed Equipment _____

Description of New Equipment To Be Received _____

SFC Purchase Order Number for New Equipment _____

Acquiring Vendor

I accept receipt of the property described above in trade for the equipment and value indicated above.

Vendor Name _____ Date _____

Vendor Rep. Name _____

Vendor Rep. Signature _____

Please return this form to the Property Control Office in F-033. Visit the property web page at <http://dept.sfcollege.edu/property/> or call Francisco Lopez at x5207 if you have any questions.