

# Trade-In Credit Memo (template)

**Vendor Name:**  
**Street Address:**  
**City, State, Zip Code**  
**Country**  
**Phone XXX-XXX-XXXX**  
**Fax XXX-XXX-XXXX**  
**E-Mail:**

**Details:**  
**Invoice # XXX**  
**Purchase Order # XXX**  
**Quote # XXX**  
**Salesperson: Name**  
**Shipping Date: XX/XX/XXXX**

**To:**  
**Trustees of Dartmouth College**  
*(Name of recipient, Principal Investigator or Staff  
 referenced as part of purchase)*  
**Email:**  
**Procurement Services**  
 7 Lebanon Street  
 Suite 313  
 Hanover, NH 03755  
 Phone 603.646.2149 Fax 603.646.3810

**Comments or Notes:** (insert reason for credit)

Signature below required

| DESCRIPTION OF ITEMS (All peripheral items must be listed separately) |       |        |              |                | AMOUNT               |
|---|-------|--------|--------------|----------------|----------------------|
| Quantity:   | Make: | Model: | Description: | Serial Number: |                      |
| 1.  |       |        |              |                | \$0.00               |
| 2.  |       |        |              |                |                      |
| 3.  |       |        |              |                |                      |
| Company representative: _____   |       |        |              |                | <b>Total: \$0.00</b> |
| Signature: _____  |       |        |              |                |                      |
| Date: _____   |       |        |              |                |                      |

**Reason for Template:**

This Template is for reference only and can be used as guidance for Credit Memo(s) issued to Dartmouth College for Trade-in(s) of physical items as part of a Purchase Order. For additional guidance, refer to the Property, Plant and Equipment Management Policy (ID 024-0001) Appendix G or contact Dartmouth College, Procurement Services.