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

<table>
<thead>
<tr>
<th>DESCRIPTION OF ITEMS (All peripheral items must be listed separately)</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>Make</td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
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</tbody>
</table>

Company representative: ________________________________
Signature: ____________________________________________
Date: ______________________

Total: $0.00

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.