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>
</table>
| Quantity:  
Make:  
Model:  
Description:  
Serial Number: | $0.00 |

1.  
2.  
3.

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.