

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
REQUEST TO TRADE IN PROPERTY RECORDS EQUIPMENT

<i>PROPERTY TO BE TRADED IN</i>				<i>PROPERTY TO BE PURCHASED *</i>			
<i>PROPERTY RECORD NUMBER</i>	<i>DESCRIPTION</i>	<i>DATE ACQUIRED</i>	<i>DEPRECIATED VALUE</i>	<i>DESCRIPTION OF NEW PROPERTY</i>	<i>PROPERTY COST</i>	<i>TRADE-IN ALLOWANCE</i>	<i>FINAL COST TO SDOC</i>

*Attach copy of written quote/bid that documents Trade-In Allowance.

_____ Administrator Signature Facility Number Facility Name Date

Requested Board Approval Date: _____

ABOVE REQUEST APPROVED:

_____ Director of Purchasing & Warehouse Services Date Date Approved by School Board

FOR PROPERTY RECORDS USE ONLY

Date transaction entered into the computer system: _____

Date copy of transaction returned to Facility: _____

_____ Property Records Technician Signature Board Approval Date

Original: Property Records Technician
Copy: Facility

An Equal Opportunity Agency

FC-220-0303
(Rev. 04/28/16)